



Co-Curricular & Operations Administrator

Date: June 2021





Brighton College Abu Dhabi wishes to recruit a Co-Curricular & Operations Administrator

Brighton College Abu Dhabi, a sister school of Brighton College UK, is a leading Independent-style British International School located in the United Arab Emirates. Founded in 2011 at a prime location on Abu Dhabi Island on a purpose-built, state-of-the-art campus, the College is heavily over-subscribed and was rated outstanding in all six categories at the most recent ADEK inspection (2018). The full report is available on the website.



The school is a member of COBIS and BSME and the Head Master is an international member of HMC.

Brighton College Abu Dhabi benefits from a strong partnership with Brighton College, the UK's top co-educational independent school, and with Brighton College Al Ain, Brighton College Dubai, Brighton College Bangkok and Brighton College Singapore. The Brighton family of schools currently educates more than 5,000 pupils.

A key component of Brighton's internationalism is the importance it places upon ensuring that its sister schools are authentically interpreting its values and ethos. Each school combines academic excellence with a wealth of co-curricular opportunities, all underpinned by a deep commitment to the individual needs and enthusiasms of every child. All pupils in the Brighton family of schools are valued for their own sake and encouraged to develop their talents to the full, in a community where there are no stereotypes and every achievement, however small, is noticed.

Brighton's success is built upon recruiting genuinely inspirational teachers who can enthuse about their subject and will maintain an exciting and vibrant intellectual environment in which children are able to explore their interests, develop their existing talents and acquire new ones.

We are currently seeking to appoint an experienced, well-qualified Co-Curricular & Operations Administrator to join us. This is a unique opportunity to join an exceptional and hardworking team with the united goal of ensuring top customer service for both prospective and current families.

THE POST

The Co-Curricular & Operations Administrator will be based in a busy and fast-paced office in a college-wide role. The post holder will be supporting Brighton College's current pupils and academic staff with general administrative duties and will work closely with the Deputy Head Co-Curricular and Operations.



PERSON SPECIFICATION

- Minimum Degree Honours qualification
- Experience of the Schools Information system (iSAMS) and eSIS is advantageous.
- Experience of working with the Department of Education and Knowledge (ADEK) advantageous
- Experience of working within a School Administrative department will be preferred.
- Relevant professional qualifications will be preferred.

RESPONSIBILITIES OF POSITION

- Managing and maintaining the calendar and schedule of the Deputy Head of Co-Curricular Brighton College
- Drafting letters, reports and creating presentations for the Deputy Head of Co-Curricular
- Attending relevant meetings (external & internal); preparing agenda and minutes
- Managing the College calendar across three schools (Pre-Prep, Prep and Senior School) and ensuring data is accurate and communication to college staff.
- Tracking and maintaining an up-to-date CCA database:
 - Trips, External Visitors and Events
 - Trip/CCA Budget
 - Expenditure Requests
 - Sports Database
 - Bus Bookings
- Maintain financial records for budget and audit purposes including tracking CCA, PE and collection budgets and expenses. IA, Events and Performing Arts Budget Tracking.
- Maintains electronic and physical files, including confidential data.
- Managing travel logistics for local and international school trips (flights, hotel bookings, ground transport, visa applications, travel insurance)
- Liaison between parents and College for all co-curricular activities and trips
- Assist the Deputy Head of Co-curricular in preparing, resourcing, staffing and scheduling CCA programmes
- Contributed to the recruitment process for PE Department, IA role, Librarian role; duties included but not limited to scheduling interviews, collating candidate documents and information.
- Administering and managing CHQ system (virtual activities environment)
- Maintaining relations with various stakeholders, organizations (local and international), government agencies and schools regarding social and enrichment opportunities
- Managing and reviewing all external visitors, trips and events for ADEK approval (on and off the College premises)
- Collating all required documents for trips/visitors for ADEK approval
- Liaising with the College Clinic on all matters relating to illness and injuries
- Responsible for the production of termly Co-Curricular Activity booklets
- Arranging and managing the regular use of external venues (Zayed Sport City, NYU Abu Dhabi and more) and the coordination of transport provider.
- Updating and maintaining the pupil transportation records via the eSis system.
- Preparing ID badges for new staff and new pupils.



- To be apart for the COVID -19 Response Team and assist with contact tracing, tracking pupil and staff test results and preparing relevant communications which can take place outside of normal working hours.

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent command of written and spoken English
- Excellent interpersonal and communication skills.
- Ability to communicate with Senior Management.
- Experienced working within a fast-paced environment.
- Total integrity to deal with confidential information.
- Team-player, who is flexible to take on any task assigned.
- Ability to manage time effectively.
- Confident using Microsoft Office, working with data and producing analytical reports.
- High level of accuracy and attention to detail.

APPLICATIONS

All applications must consist of the following completed documents:

1. Cover letter address to Ms Shelly Thaxter (sthaxter@brightoncollege.ae) outlining your suitability for the role.
2. CV (maximum of 3 pages)
3. Your application should also include a scanned copy of your qualifications.

NOTE: We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their applications as soon as possible.

SAFEGUARDING

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expect all employees to share this commitment. All applications should read the College's child protection policy, which is available on our website, and are required to declare any information as requested on the application form. Enhanced disclosure with the Disclosure and Barring Service (DBS) in the UK or an ACRO Check and a local police certificate will be requested for the successful candidate.