

Join us:

Lead Receptionist – Parent Experience Lead



Working for a Brighton College school

Brighton College schools are fantastic places to work. Brighton College is the leading co-educational school in the UK and was named 'UK School of the Decade' by *The Sunday Times* in November 2020.

Established in 1845, the College has grown exponentially since 2006 when Richard Cairns became Head Master. Since then we have moved from 147th in *The Sunday Times* results table, to 3rd – the best position ever achieved by a co-ed school. All Brighton College schools are renowned for their excellent academic results and innovative approaches, whilst placing kindness and community at the heart of their approach to education.



We take great pride in recruiting only the very best teachers to Brighton College. We know that outstanding teachers change lives. Teaching at all levels at Brighton is characterised by passion, academic rigour and innovation, with teachers taking an active rôle in designing and delivering our bespoke version of the English National Curriculum.



The Brighton College Family of Schools includes our three Prep Schools in the UK and five current international campuses, with our sixth site opening in Hanoi, Vietnam, in August 2023. In total, over 6,700 pupils are educated in Brighton College schools around the world. Working at a Brighton College school means having a base in one of seven exciting cosmopolitan cities - Brighton, Bangkok, Dubai, Al Ain, Abu Dhabi, Singapore and Hanoi.

This international network provides teachers and school leaders with the potential to make fruitful connections, and brings a range of opportunities for career progression and promotion. In addition, staff at Brighton schools frequently share best practice and benefit from CPD across the whole group.



Most importantly, Brighton College schools are happy places. Staff and pupils feel fulfilled, and our emphasis on kindness fosters a thriving intellectual, sporting and performing arts culture. We hope you will enjoy this opportunity to join a fantastic group of professionals working across our family of schools.



Our approach to education is regularly celebrated. In addition to being named 'UK School of the Decade' by *The Sunday Times*, Brighton College have also been named 'School of the Year' twice by the same publication; *The Week* named them 'Most forward-thinking school' in 2017 and 2019, 'Best in the UK for STEM' in 2020, 'Best for Community Outreach' in 2021, and 'Best for a Global Outlook in Education' in 2022. Spears Education Index ranked Brighton College and Brighton College Abu Dhabi as two of the top 100 schools internationally in both 2021 and 2022, whilst Brighton College Bangkok won the International Schools Award 2022 for Diversity, Inclusivity and Justice. We've also been named 'Best British School in the UAE' by LUXLife Magazine and have been selected as a Finalist for 'Pre-Prep School of the Year' in the Independent School Parent awards in 2022.

BRIGHTON COLLEGE
INTERNATIONAL SCHOOLS



75% GRADES 9-7 AT GCSE



800+
teaching
staff



74% A*-B GRADES AT A-LEVEL



30
subjects
offered



150+ CHARITIES AND PROJECTS SUPPORTED

11
SCHOOLS IN THE BRIGHTON COLLEGE
FAMILY

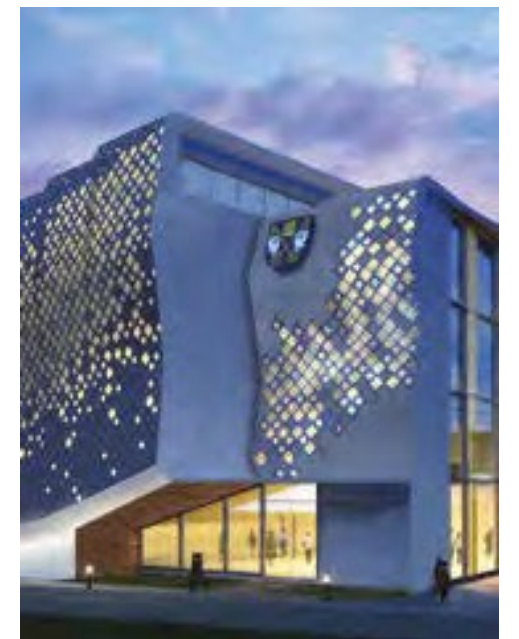


25+

NUMBER OF COUNTRIES WHERE
OLD BRIGHTONIANS ATTEND
UNIVERSITY



6,700+
pupils in our
schools



ABU DHABI LIFESTYLE

The standard of life is high in Abu Dhabi, services are efficient, and convenience is a strong feature of the day-to-day. Lifestyle options are diverse and vibrant, as might be expected in a city with over 200 nationalities living side-by-side.

1



SAFETY

Abu Dhabi is a leader in world-rankings for lowest crime rate in cities. The city's safe and calm environment is a renowned feature, providing a haven for family life, the young, elderly, women and children.

2



TAX-FREE INCOME

Tax-free salaries, available for all inhabitants of the United Arab Emirates, makes it one of the best locations to build one's future. An attractive prospect for expats and compelling reason to relocate!.

3



ALL YEAR SUN

Abu Dhabi is sunny all year round. The city's average temperature hardly drops, and while the summer months are characterised by indoor and air-conditioned terrain, from September to May the comfortable, breezy weather allows for all manner of outdoor pursuits, from beach-bathing to dune-bashing, to exploring market souks.

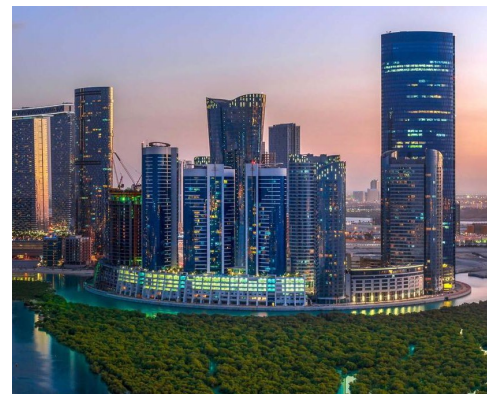
4



LOW COST OF PETROL

Just a few years ago, fuel was cheaper than bottled water in the oil-rich UAE. While this may no longer be the case, it is still considerably less expensive than elsewhere in the world.

5



BOOMING REAL ESTATE

6 Abu Dhabi's real estate industry is thriving. Residents and visitors can easily rent or buy properties that fit their requirements and price range. Whether you choose the glittering, yacht-lined location of the Marina, the slick, sophisticated streets of Reem Island or the leafy, suburban areas like Bloom Gardens and Al Raha Beach, Abu Dhabi has it all.



TRAVEL

7 Abu Dhabi is the perfect 'hub' for travel, offering inexpensive and accessible adventures to much of Asia, Europe and Africa. Its favourable geographical location makes the city one of the best places in the world for tourism. Abu Dhabi has multiple daily direct flights to all major UK cities.



ARCHITECTURE

8 The Government of Abu Dhabi invest huge amounts of money to progress the city's economy, resulting in a breath-taking city-scape from the infamous Grand Mosque, to the Louvre Museum.



FOOD, GLORIOUS FOOD

9 If you're an 'adventure' when it comes to food, you've come to the right place! Abu Dhabi features plenty of restaurants that serve local and international dishes: American, Chinese, Indian, Lebanese, Mediterranean, Vietnamese, Turkish and more – you name it! On the other hand, if you prefer to eat at home, most outlets offer take-out and delivery services.



NEVER A DULL MOMENT

10 Abu Dhabi is sometimes described as a 'playground for adults', and the range of experiences and opportunities available here lend credibility to the idea.



Brighton College Abu Dhabi is looking to appoint a Lead Receptionist.

Lead Receptionist - Parent Experience Lead will be based in a busy and fast-paced office in a College-wide role. The post holder will be the face of the school for parents and staff on arrival at the College and will be overseeing the overall reception tasks and duties ensuring excellent experience for all stakeholder.

Key Responsibilities

- Management of the front of house area – first contact/face of Brighton College for parents, both current and prospective, and VIP guests.
- Oversight and management of parent experience by co-ordinating marketing and admissions as required.
- Play a key role in Open Days and College events.
- Supporting the admissions team through out the year and ensure all enquires are attended.
- Training and mentoring of reception standards
- Pupil Attendance - iSAMS, eSIS and follow-up with parents.
- Update registers with late arrivals.
- Handling queries and complaints via phone, email and general correspondence.
- Ensuring messages are passed to the appropriate staff member and Parent on a timely basis.
- Greeting all visitors and treating them with courtesy at all times.
- Transferring calls as necessary.
- Ensure reception area is always neat & tidy.
- Diary management and management of meeting rooms.
- Communicate with Security for daily appointments.

- Receiving and dispatching deliveries.
- Liaise with Admissions regarding pupil assessments and tours.
- Such other duties as may be required from time by the reporting head or Bloom Education.
- Receive and process staff accommodation applications.
- Allocate flats, taking into account individual preferences, needs, and availability.
- Prepare tawtheeq / tenancy contracts for the assigned accommodations for staff as required.
- Compile and prepare all paperwork relating to Accommodation management.
- Maintain accurate records of room assignments and occupancy.
- Prepare weekly and monthly reports.

General Responsibilities and Duties

- Demonstrate an awareness of and commitment to safeguarding, equality, diversity and inclusion, health and safety and data protection, in line with College policies.
- Work in accordance with all of the College's policies and procedures and undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
- Assist the staff and student body with their compliance with College and public policies, in particular the Data Protection Policy and Use of IT Policies.
- Maintain a comprehensive understanding of public policy in relation to the College, such as data protection.
- Actively seek to maintain and extend expertise in appropriate areas and pursue relevant training.

- Work as an integral member of the staff body and carry out duties as required.
- Undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibilities.

About the role

Lead Receptionist



Person Specification

Brighton College Abu Dhabi is an exciting place to work, and it is our staff who will make our community such a vibrant and stimulating environment.

The success of Brighton College Abu Dhabi will be due to excellent and innovative staff. Above all, therefore, we are looking for individuals who foster a passion for high level customer service and who demonstrates an ability and genuine desire to develop a premium school.

QUALIFICATIONS & EXPERIENCE

- Fluent in English and a high level of written English
- Experience of working in a 'premium' independent school, in the UK or UAE
- Experience of working within a School Administrative department will be preferred
- Experience of the Schools Information system (iSAMS)
- Relevant professional qualifications will be preferred.
- Excellent interpersonal and communication skills.
- Strong customer service skills.
- Experienced in 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 and High level of accuracy and attention to detail

The application process

Applicants must send an up-to-date CV to hr@brightoncollege.ae

Please note:

Incomplete applications will not be considered, and Brighton College Abu Dhabi reserves the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that submit their applications as soon as possible.

1.



Remuneration

Brighton College Abu Dhabi offers a competitive remuneration package which include an attractive tax-free salary and:

- An attractive salary
- Private medical insurance for the post holder if under our sponsorship.

All of the above in-line with specific school policies.

Safeguarding and equal opportunities

All Brighton Colleges Abu Dhabi is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the successful completion of pre-employment checks, including an enhanced police check, the receipt of satisfactory

references, the College's pre-employment medical questionnaire, relevant original ID documentation and examination certificates.

The College is committed to ensuring that recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective, and which promotes equality of opportunity.