



# Administration Manager

Date: November 2022





## **Brighton College Abu Dhabi wishes to recruit an Administration Manager.**

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 Mistress 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 Administration Manager 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 Administration Manager 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 families and academic staff with general administrative duties.



## **PERSON SPECIFICATION**

- Minimum Degree Honours qualification
- High proficiency of English
- Experience of working within customer service environment, ideally based within the education sector.
- Experience of working within a School Administrative department will be preferred
- Experience of the Schools Information system (**iSAMS**)
- Relevant professional qualifications will be preferred.
- A second language is desirable.
- Relevant professional qualifications will be preferred.

## **RESPONSIBILITIES OF POSITION**

- Manage and supervise the administration staff as well as the management of performance, development and career of administrative staff, including the provision of guidance, feedback and direction.
- Contribute to the development policies and procedures applicable to the Administration and Admission Office.
- Provide assistance and support to the Head Mistress and Vice Principal in problem solving, development and execution of the department's goals and objectives.
- Organize and attend meetings, and other events related to the Administration, as appropriate.
- Assist the Vice Principal with OSH Admin task and taking minutes.
- Monitor the general Administration email account and respond to queries in a timely manner.
- Create parent and pupil, parent and staff ID badges.
- Issue certificates requested by the parents such as, Enrolment letters, Transfer Certificates, Reports
- Collating documents for the ADEK PASS application of Third-Party Contractors
- Provide assistance to current parent queries and questions, in person, via telephone or email.
- Ensure all forms and letters are formatted according to the Brighton College branding.
- Provide assistance to current parent queries and questions, in person, via telephone or email.
- Follow-up on employees' administrative affairs such as vacations, leaves and other administrative and related affairs.
- Deputise in the Admission's Manager absence regarding administrative matters.
- And such other duties as may be required from time by the Head Mistress or Bloom Education.

## **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 Jireh Guting (jguting@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.