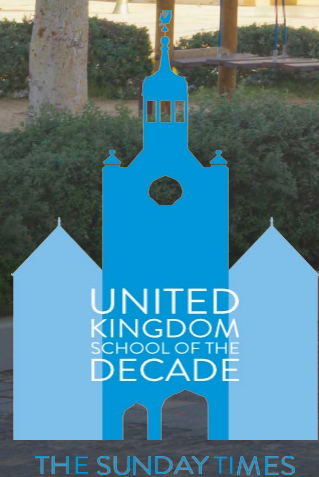


Join us:

Admissions Officer



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.

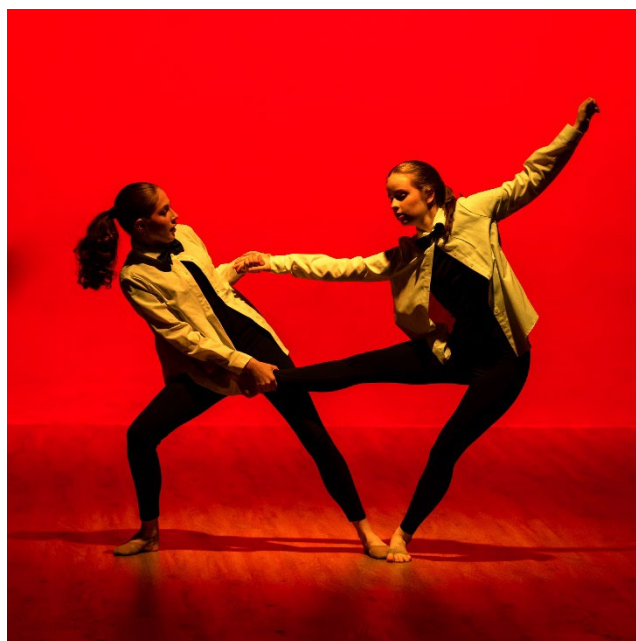


Our approach to education is regularly celebrated. In addition to being named '**UK School of the Decade**' by *The Sunday Times*, Brighton College have also been named '**School of the Year**' twice by the same publication; *The Week* named them '**Most forward- thinking school**' in 2017 and 2019, '**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



94% GRADES 9-7 AT GCSE



800+
teaching staff



99% A*-B GRADES AT A-LEVEL



30
subjects offered



11 SCHOOLS IN THE BRIGHTON
COLLEGE FAMILY



150+ CHARITIES AND PROJECTS SUPPORTED



6,700+
pupils in
our schools



25+ NUMBER OF COUNTRIES
WHERE OLD BRIGHTONIANS
ATTEND UNIVERSITY



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.

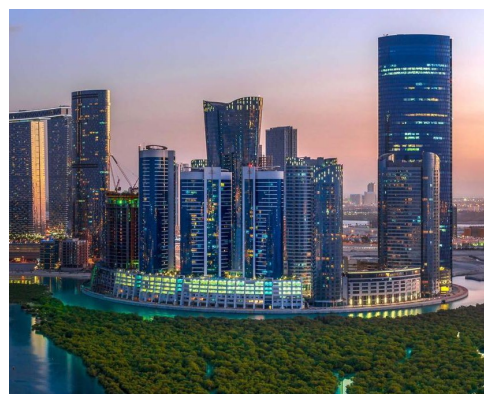
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BOOMING REAL ESTATE

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 Musuem



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.



10

NEVER A DULL MOMENT

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





Brighton College Abu Dhabi is looking to appoint an Admissions Officer.

Role Purpose

To assist the Admissions Manager with the process of applications in accordance with the admissions procedures, including making arrangements for school visits and ensuring that all visitors receive a positive impression of the College. Conduct tours of the school campus and attend school open days and events. Deputise for the Admissions Manager and assist in covering the front reception desk as required.

Reporting to

Admissions Manager

Responsibilities of Position

The responsibilities will include but not limited to:

- Assist the Admissions team with admitting new and leaving pupils with all that it entails; including paperwork, phone calls and reports
- Organise and manage the admission procedures of students in order to maintain a school specific enrolment budget consistently throughout the academic year
- Ensuring all pupils are registered in accordance with the College enrolment process and the specific governing body (ADEK)

- Supports the school admissions by meeting with prospective parents to explain admission procedures, curriculum, fee structure and regulations in order to ensure prospective parents enrol their children at the school
- Update, maintain and manage the student information ISAMS database, including all non-mandatory fields, ensuring that up to date information is available on a daily basis
- Support the admissions department to ensure annual enrolment processes such as; the re-enrolment process, Parent School Contract and registration of students, is completed within the agreed timetable
- Answers phone and online queries regarding admissions. Responds to telephone calls and enquiries courteously
- Ensure the College policies, procedures and codes of conduct are followed at all times and all audit items are addressed in a timely manner
- Maintain and create files for all new applicants, new students, current students, exiting students and alumni and complete all exit documentation for students withdrawing from the school

- Maintains exemplary personal presentation as provided within the College dress guidelines
- Work in tandem with all front of house staff, creating a positive team ethos
- Such other duties as may be required from time to time by the reporting head or Brighton College management.

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 pupil 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

Admissions Officer



Person Specification

Brighton College Abu Dhabi is an exciting place to work, and it is our staff who 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.

EXPERIENCE

Many staff joining our school have a proven track record in their previous roles.

More importantly, in the application process, we will look for candidates who demonstrate the ability to thrive within an environment that staff describe as both invigorating and refreshing. The ability to support the ambition, values and breadth of College life.

QUALIFICATIONS

- Fluent English language capacity. Arabic language skills are an advantage
 - Excellent IT and administrative skills.
 - Exceptional communication and organisational skills
 - A minimum of 2 years experience in a similar role
 - Previous experience in the customer service or hospitality industry would be an asset
 - Experience/training in the use of information management and web based information systems
 - The desire to provide outstanding results
 - Aspiration to work in a world class school with real prospects for enhancing their career
 - Refined interpersonal skills and experience of working in an international environment and high performing team are also vital
- Remuneration.

The Application Process

All applications must consist of the following completed documents (saved as PDF).

1. Letter of application (maximum one page) addressed to Ms Alisha Brown, Admissions Manager.
2. CV (maximum 4 pages)
3. Completed Application Form (available on the website)

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 applicants submit their applications as soon as possible.



Remuneration

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

Safeguarding and equal opportunities

Brighton College 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. Online searches may be done for prospective candidates as per our safer recruitment policy.

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