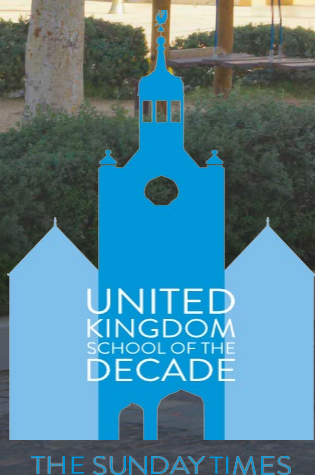


Join us:

HSE and Facilities 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 'School Trip of the Year' in the Independent School Parent awards.

BRIGHTON COLLEGE
INTERNATIONAL SCHOOLS



94% GRADES 9-7 AT GCSE



800+
teaching
staff



99% A*-B GRADES AT A-LEVEL



30
subjects
offered



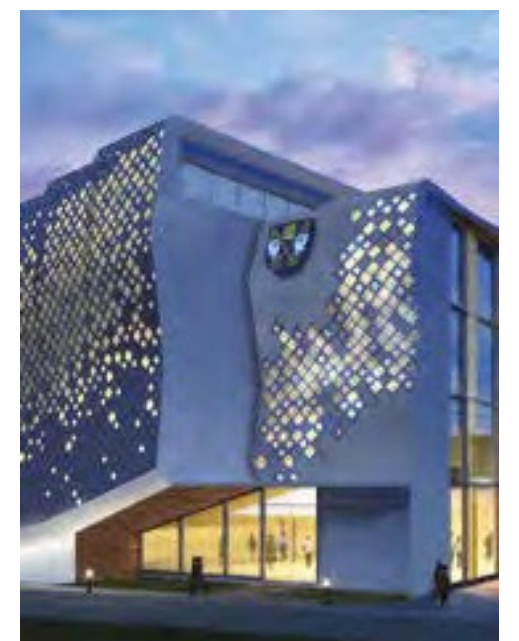
150+ CHARITIES AND PROJECTS SUPPORTED



6,700+
pupils in our
schools



11
SCHOOLS IN THE BRIGHTON COLLEGE
FAMILY



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.

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 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 HSE & Facilities Officer.

About the Role

HSE and Facilities Officer

Health and Safety Compliance

- Support the MSO in implementing and maintaining the school's OSH policy in line with OSHAD SF, ADEK, DOH SEHHI program, and Civil Defense requirements.
- Keep the HSE SharePoint and OSH board up to date with all safety-related documents, permits, and inspection results.
- Assist in preparing for ADEK, Civil Defense, and government inspections and ensure compliance documentation is ready and accurate.

Risk Assessments and Campus Safety

- Conduct risk assessments across all school areas and update the risk register monthly or after major changes.
- Carry out regular safety inspections to identify hazards and ensure timely resolution.
- Monitor environmental risks (indoor air quality, heat index, AQI) and implement controls when needed.

Emergency Response and Planning

- Plan and document fire drills and emergency evacuation exercises each term.
- Ensure all emergency exits, signage, muster points, and fire equipment are in good condition.
- Act as the liaison with emergency services during critical incidents.

Training and Staff Awareness

- Lead HSE induction sessions for new staff, contractors, and volunteers.
- Organize and track periodic safety training (first aid, fire safety, manual handling, etc.).
- Maintain minimum numbers of certified first aiders, fire wardens, and lifeguards.

Incident Reporting and Investigation

- Lead incident investigations, complete root cause analysis, and maintain detailed logs.
- Submit monthly incident reports to the MSO and notify authorities of notifiable events where required.

Contractor and Project Oversight

- Review RAMS (Risk Assessment and Method Statement) for all third-party vendors.
- Conduct toolbox talks and perform spot checks during high-risk work.
- Monitor implementation of HSE requirements during all CAPEX and OPEX projects.

Facilities Management

- Coordinate routine maintenance schedules and PPMs for HVAC, plumbing, lighting, fire systems, elevators, etc.
- Maintain the facilities issue tracker and follow up on open tickets to ensure timely resolution.
- Supervise service providers (cleaning, pest control, landscaping) and ensuring contract SLA compliance.

- Assist in space planning, office moves, and basic fit-out or layout changes across the school.
- Monitor utilities (water, electricity) and report usage patterns to support energy efficiency goals.

Canteen and SEHHI Compliance

- Conduct regular canteen hygiene checks and support the implementation of SEHHI and food safety requirements.
- Liaise with DOH and canteen officers to support health campaigns and nutrition standards.

Documentation and Reporting

- Maintain up-to-date records of inspections, training logs, fire equipment servicing, contractor approvals, and project reports.
- Submit detailed monthly HSE and facilities reports to the MSO, highlighting actions taken, issues, and upcoming work.
- Support the MSO in organizing and documenting Health & Safety Committee meetings.

Community Engagement and Safety Awareness

- Promote HSE awareness through student campaigns and involvement in school-wide safety programs.
- Deliver safety briefings before school events, trips, and outdoor activities.
- Encourage positive HSE behavior among pupils and staff.



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.

SKILLS AND COMPETENCIES

- Strong understanding of OSHAD SF, ADEK, DOH SEHHI, and Civil Defense regulations.
- Practical knowledge of facilities systems (HVAC, lighting, fire alarms, etc.).
- Effective communicator with strong documentation and reporting skills.
- Proficient in Microsoft Office, SharePoint, and maintenance tracking tools.
- Organized, analytical, and responsive in handling day-to-day operations.

WORKING CONDITIONS

- Full-time role based at the school.
- On-call availability for emergencies.
- Occasional work after hours or weekends for emergency repairs, inspections, or school events.

QUALIFICATIONS AND CERTIFICATIONS

- Bachelor's Degree in Occupational Health and Safety, Environmental Science, Engineering, or a related field.
- NEBOSH IGC (required).
- Valid First Aid and Fire Safety certifications (required).
- Facilities management or technical background is an advantage.
- Minimum 5 years of experience in a combined HSE and facilities role, preferably in an education or institutional environment in the UAE.

The Application Process

Interested candidates should submit an updated 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 applicants submit their applications as soon as possible.

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.