

Join us:

# PA to the Head of School





# 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 2021 for four consecutive years, 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', 'Best School for Student Wellbeing' and '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



25

NUMBER OF COUNTRIES WHERE  
OLD BRIGHTONIANS ATTEND  
UNIVERSITY



6,700+  
pupils in our  
schools



11  
SCHOOLS IN THE BRIGHTON COLLEGE  
FAMILY





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

1

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 a PA to the Head of School.

# About the role

## PA to the Head of School

### Main Duties

- To act as first line contact for the Head of School, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person.
- Proactively manage the smooth running of the Head of School's electronic diary and keep this up to date at all times.
- Managing the Head of School's commitments as directed.
- Deal effectively and efficiently in all aspects of the Head of School's incoming and outgoing correspondence.
- Managing the staff contacts lists.
- Liaising with the Facilities and other Department as per specific School functions.
- General secretarial duties: dictation, typing, dealing with correspondence, copying, distributing documents.
- Organise catering for Head of School's regular meetings and liaise with the Catering Manager for special events as required.
- Organising travel arrangements and hotel bookings as required.
- Greeting and escorting visitors around the School.
- Preparation and co-ordination of arrangements for candidates interviewing for positions at BCAD within the School.
- Processing and collation of records for submission to HR of timesheets and of candidates' documents.
- Organising meetings with parents and staff, including arranging staff appraisals.
- Attending relevant meetings preparing agenda and taking minutes.
- Assisting with projects of other departments.
- Taking part in Open Evenings and other College Events and promoting the College.
- General secretarial duties: word processing, dealing with correspondence, copying, distributing documents.
- Electronic and physical file maintenance, including confidential data management.
- Any other reasonable management request.

### General

- To generate an environment of efficiency and provide a warm welcome at all times.
- To contribute to the school's development plan and assist the Head of School as and where appropriate
- To support the work of the Senior Leadership Team in the exercise of their operational responsibility
- To update the staff and parent handbooks annually in conjunction with the Head of School.
- To support in updating policies relevant to the School
- To ensure that safeguarding procedures are adhered to at all times

- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Establish and use effective methods to review and improve administrative systems.
- Working with the Senior Leadership Team to promote effective communications across the Schools, Academic Operations and Support Services departments.
- To show absolute confidentiality and discretion at all times.

### Professional Responsibilities

- To ensure that all communication is acted upon appropriately and in a timely manner.
- To be responsible for all College resources particularly those in your care, reporting damage or loss to your line manager or the facilities manager, as appropriate.
- To foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this.
- To be in School prior to 7.00 am and until at least 4.00pm during term time. From time to time, there may be a requirement to work on a flexible basis and the requirement to work some Saturdays.
- To carry out any reasonable professional request made by the Head Master, Head of School or member of the SLT.





# 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.

## KEY SKILLS AND EXPERIENCE

- Excellent English verbal and written communication skills with a sharp eye for detail and proofing capacity for the Head of School and school publications.
- Proven experience of working in a PA/Office Management post.
- Experience of working with databases.
- High level of proven experience in the planning, organising and prioritising of tasks.
- Ability to engage with colleagues in an open yet fair, firm and consistent manner.
- Self-disciplined and with excellent time management skills to work to deadlines.

## PERSON SPECIFICATION

- Enthusiastic and passionate about administration within education with a sound understanding of best practice.
- Flexible and adaptable to the varied demands of working in a premier school.
- Proactive in all aspects of College life through participation and support.
- Able to work successfully under pressure.
- Reliable and respectful at all times
- Able to present a professional image in line with the high expectations of Brighton College.
- Good interpersonal skills: the ability to communicate effectively with a variety of stakeholders and to assess and diffuse confrontational situations.
- A sense of humour and the capacity to remain calm and to cope with the unexpected.



# 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 Joanne Cullen, PA to the Head Master.
2. CV (maximum 3 sides) including the names, email addresses and telephone numbers of two referees

Further information can be requested from Ms Joanne Cullen, (PA to the Head Master) [jcullen@brightoncollege.ae](mailto:jcullen@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 candidates submit their applications as soon as possible.



## Safeguarding and 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. 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.