

Join us:

Receptionist (UAE Nationals Preferred)



THE SUNDAY TIMES

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', '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

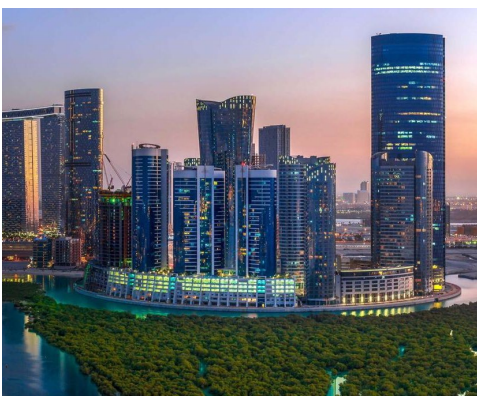
Just a few years ago, fuel was cheaper than bottled water in the oil-rich UAE. While this may no longer be the case, it is still considerably less expensive than elsewhere in the world.

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 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.



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 creditability to the idea.



About the role

Receptionist



Brighton College Abu Dhabi is looking to appoint a Receptionist to join us.

The Receptionist 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.

Main Duties

- 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 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.
- Provide the interface between Brighton College the parents and all visitors
- Such other duties as may be required from time by the Headmaster or Bloom Education.

This job description is not exhaustive and the post-holder will be expected to undertake any other duties as reasonably requested by the Headmaster or his delegated authorities.



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 command of written and spoken English and Arabic (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.
- High level of accuracy and attention to detail.

PERSON SPECIFICATION

- Minimum Degree Honours qualification preferred
- Fluent in both English and Arabic (preferred)
- Experience of working with the Department of Education and Knowledge (ADEK) preferred
- Experience of working within a School Administrative department will be preferred
- Experience of the Schools Information system (iSAMS) and eSIS is advantageous
- Relevant professional qualifications will be preferred.

The application process

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

1. Cover letter addressed to Ms Joanne Cullen via jcullen@brightoncollege.ae outlining your suitability for the role (maximum one and a half sides of A4 or equivalent, 12 point font Arial).

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

3. Your application should also include a scanned copy of your qualifications.

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.