

Join us:

Admissions Manager



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 role 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



72% GRADES 9-7 AT GCSE



800+
teaching
staff



68% A*-B GRADES AT A-LEVEL



30
subjects
offered



11
SCHOOLS IN THE BRIGHTON COLLEGE
FAMILY



150+ CHARITIES AND PROJECTS SUPPORTED

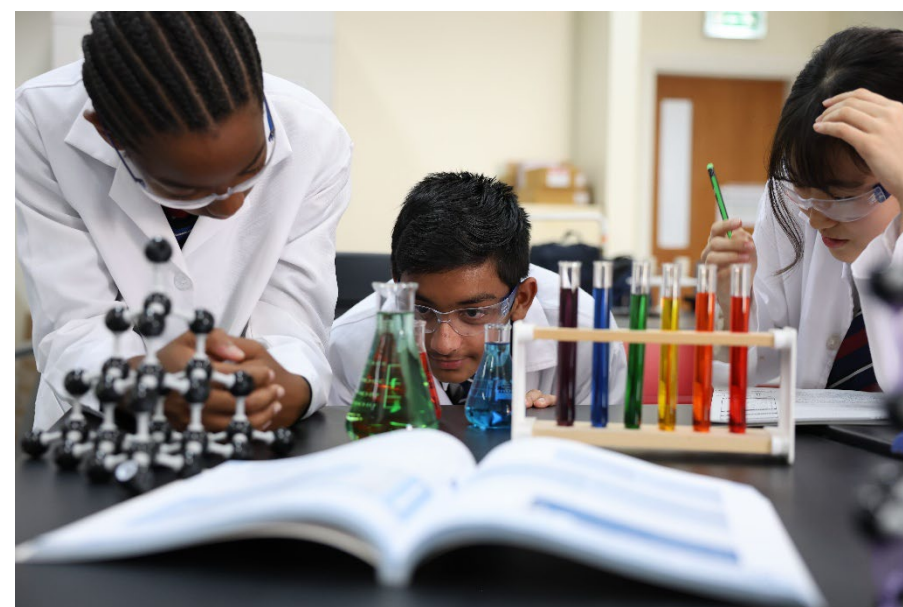


25+

NUMBER OF COUNTRIES WHERE
OLD BRIGHTONIANS ATTEND
UNIVERSITY



6,700+
pupils in our
schools



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

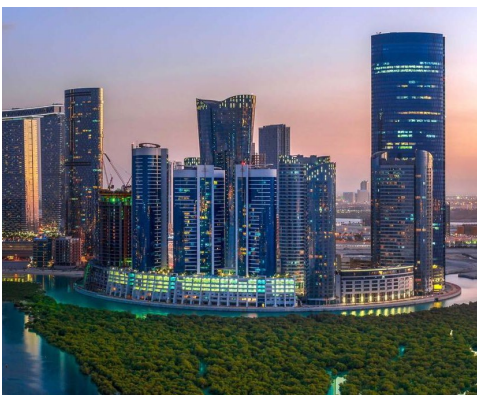
Just a few years ago, fuel was cheaper than bottled water in the oil-rich UAE. While this may no longer be the case, it is still considerably less expensive than elsewhere in the world.

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.





Brighton College Abu Dhabi is looking to appoint an Admissions Manager

Key Responsibilities

1. Provide all prospective families with a friendly, professional, helpful and efficient service from enquiry to entry.
 - Respond to Admission enquiries and send out Joining Packs, recording prospective parent and pupil details.
 - Manage the pupil registration and admissions process.
 - Arrange parental visits, taster days and assessments for prospective pupils.
 - Liaise with prospective parents regarding registration fees, deposits, taster days and uniform
 - Administer assessment and teacher feedback and produce assessment results for the Head Master.
 - Create and maintain prospective and current pupil records on Management Information System.
 - Maintain Pupil Registration and Waiting Lists. Gather comprehensive information about each contact with a family and record on database to ensure relevant information about visiting families is available to the Head Master, arranging for him to meet them at least informally and briefly on their visit to the school where this is possible.
 - Follow up all visits with written communication.
 - Monitor enquiries and registrations, and identify trends, providing comparisons with previous years in order to aid educational and financial planning.

2. Marketing

- Contribute and collaborate with marketing on the positive promotion of the school to the local and wider community.
- Keep abreast of changes within competitor schools and create monthly competitor analysis/report.
- Provide valuable support to the school's social media platforms within agreed policies and procedures.
- Explore, propose and collaborate with marketing on new ideas to market the school.
- Provide insight and actively support the marketing and advertising of Open Mornings and other events aimed to promote the school.
- Actively support and participate in Open Days to ensure that prospective families receive appropriate information and have a positive experience.
- Provide input to the preparation of information packs for Open Mornings and all other promotional events.
- Liaise with marketing to ensure that the College's profile is maintained, seizing opportunities for publicity and, within budgetary restrictions, using 'advertorials', social media and other means to ensure that good news about the school is promulgated.
- Liaise closely with the Head Master and staff to ensure a flow of information about the College's many successes.
- Attend and contribute actively to the Marketing Committee, chaired by the Head Master or his Deputy.
- Contribute to the maintaining/updating of the school branded materials.

3. Communication with other schools

- Liaise with the Brighton College UK Admissions Office.
- Attend, where practical and cost-effective, regular meetings with Admissions Managers from the Brighton College Family of Schools to ensure best practice in admissions procedures and processes and ensure that recruitment is closely co-ordinated.
- Manage the admissions administration of any scholarship or bursary or other such scheme the College may from time to time have in place.

4. Administration

- Performance manage the admissions team, ensuring efficiency, value for money and the highest standards of courtesy towards parents.
- Ensure records are filed and maintained efficiently and thoroughly.
- Prepare and produce the School and House Lists ensuring that all school lists are accurate and up-to-date at the beginning of each academic year and throughout the year as changes occur.
- Prepare pupil starter and leaver records for the Finance Department to allow for accounting records and fee preparation.
- Produce the monthly electronic copy of the Admissions Manager.
- Oversee the entry of pupils onto the ADEK admissions system and notify the appropriate authorities of pupil leavers.
- Ensure that steps are taken in every instance to find out reasons for departures and keep appropriate record so any trends can be identified and addressed.
- Produce Roll Numbers for the Head Master as required.

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

About the role

Admissions Manager



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.

QUALIFICATIONS AND EXPERIENCE

- A minimum of two years' experience working in similar role at Senior Management Level within an educational setting.
- Educated to at least A level (Grade A-C at GCSE to include English and Mathematics); an Honours degree is desirable.
- Strong interpersonal, administrative, organisational and communication skills.
- Previous experience in a school or other educational establishment advantageous.
- A good working knowledge of *Word*, *Excel*, *Publisher*, mail merge, Internet and information management systems.
- To be able to prioritise and be highly organised, systematic and resourceful, flexible, energetic and possess a calm and appropriate nature suited to an educational environment.
- Excellent people skills, a confident and articulate telephone manner and an appreciation of the requirements of a premium international British curriculum independent school.
- To be able to work under pressure and to be very presentable. A good sense of humour and the ability to be totally discreet are essential qualities.
- Full driving licence

The application process

All applications must consist of the following completed documents (saved as PDF) and sent to hr@brightoncollege.ae:

1. Letter of application addressed to Mr Barney Durrant, Head Master of Brighton College Abu Dhabi.
2. Fully completed teacher [application form](#) (also available on website).
3. CV (maximum 3 sides)

Please note:

Incomplete applications may 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 submit their applications as soon as possible.



Remuneration

Brighton College Abu Dhabi offers a competitive remuneration package which includes 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.