

Brighton College Al Ain wishes to recruit a Receptionist (Junior School)

Brighton College Al Ain, a sister school of Brighton College UK, is a leading Independent-British International School located in the United Arab Emirates. Founded in 2013 at a prime location on the outskirts of the city of Al Ain on a purpose-built, state-of-the-art campus, the College has almost 1000 pupils and was rated outstanding in all six categories at the most recent ADEK inspection (2018).



Brighton College Al Ain benefits from a strong partnership with Brighton College, the UK's top co-educational independent school, and with Brighton College Abu Dhabi, Brighton College Dubai, Brighton College Bangkok and, as of this year, Brighton College Singapore. The Brighton family of schools currently educates more than 5,000 pupils.

A key component of Brighton's success is the importance it places upon ensuring that its sister schools are authentically interpreting its values and ethos. Each school combines academic excellence with a wealth of co-curricular opportunities, all underpinned by a deep commitment to the individual needs and enthusiasms of every child. All pupils in the Brighton family of schools are valued for their own sake and encouraged to develop their talents to the full, in a community where there are no stereotypes and every achievement, however small, is noticed.

Brighton's success is built upon recruiting genuinely inspirational teachers who can enthuse about their subject and will maintain an exciting and vibrant intellectual environment in which children are able to explore their interests, develop their existing talents and acquire new ones.

This is a unique opportunity to join an exceptional and hardworking team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons. Our positioning as one of the leading academic schools in the Middle East, is testament to the dedication and hard work of our staffing team and the wonderful community whom we are proud to serve.

THE POST

The Receptionist will be based in a busy and fast-paced office in a College-wide role, specifically, in the Junior School. The post holder will be supporting Brighton College Junior School's current families and academic staff with general administrative duties.

PERSON SPECIFICATION

- Minimum Degree Honours qualification
- 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.

RESPONSIBILITIES OF POSITION

- Pupil Attendance - iSAMS, eSIS and follow-up with parents
- Update registers with late arrivals
- Handling queries and complaints via phone, email and general correspondence.
- Taking and ensuring messages are passed to the appropriate staff member on a timely basis
- Greeting all visitors
- 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 and the parents and all visitors
- And such other duties as may be required from time by the Headmaster or Bloom Education.

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent command of written and spoken English and Arabic (preferred)
- Excellent interpersonal and communication skills.
- Strong customer service skills.
- Experienced 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.

APPLICATIONS

All applications must consist of the following completed documents:

1. Cover letter addressed to Mr J McArthur (headofjunior@brightoncollegealain.ae) outlining your suitability for the role.
2. CV (maximum of 3 pages)
3. Your application should also include a scanned copy of your qualifications.
4. Closing Date Friday 29th April 2022

NOTE: We reserve 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

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expect all employees to share this commitment. All applications should read the College's child protection policy, which is available on our website, and are required to declare any information as requested on the application form. Enhanced disclosure with the Disclosure and Barring Service (DBS) in the UK or an ACRO Check and a local police certificate will be requested for the successful candidate.