



BRIGHTON COLLEGE  
DUBAI

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## Admissions, Data and Exam Administrator (iSAMs)

Date of Advert: December 2021

Job Start Date: January 2022



In partnership with **bloom.education**



## **Brighton College Dubai wishes to recruit an Admissions, Data and Exam Administrator (iSAMs)**

### **Job Purpose:**

To support, via iSAMs, with three key areas across the College: admissions, data systems, examinations and assessments

### **PERSON SPECIFICATION**

#### **Key Requirements**

- Minimum Secondary/High School Level Education.
- Relevant professional qualification will be preferred.

#### **Experience**

- Experience of working in an administrative role, ideally in a school or customer-service driven environment.
- Experience working in Admissions department will be preferred.
- Experience of the Schools Information System (iSAMS), advantageous.

#### **Skills, Knowledge and Abilities**

- Excellent interpersonal and communication skills (written and verbal).
- Total integrity to deal with confidential information.
- Must be able to prioritise and plan work activities so as to use time efficiently.
- Must be organised, accurate, thorough, and able to monitor work for quality.
- Excellent interpersonal skills with the ability to deal with callers and visitors in a calm and courteous manner at all times.
- High level of accuracy and attention to detail.
- Adept in the use of Microsoft applications.
- In-depth working knowledge of iSAMs, OTrack, Go4Schools, GL, TIMMS, PISA is preferable
- Flexible and adaptable to the varied demands of working in a premier school.
- Able to develop and foster teamwork.
- Creative and innovative with an eye for detail and a determination to see tasks through from beginning to end.
- Talented communicator and able to work successfully under pressure.
- Demonstrate genuine care and respect for individual pupils
- Seek out opportunities for professional development

#### **The specific responsibilities related to Admissions Assistant include:**

- Processing of applications in accordance with admissions procedures, including making arrangements for school visits, to ensure that all applicants receive a positive impression of the College
- Leading and facilitating entrance examinations
- Dealing with admissions queries from parents made in person, by telephone and email
- Timely and accurate maintenance of confidential pupil records, including entering information into the school management information system
- Conducting tours of the school campus and being present during school open days and events
- General administrative duties
- Deputise for Admissions Manager and database administrator when on leave.
- Assist in covering front desk reception as needed



- Other Admissions related tasks, as and when required and delegated by the Admissions Manager

**The specific responsibilities related to Examinations Assistant include:**

- Support with administrative arrangements for all public examination entries
- Support with the administration of examination timetables and invigilation
- Assist with the administration of registration and examination fees; organising, in liaison with the Accounts department
- Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately
- Support with the timely communication with pupils regarding examination entries, the dates and times of the examinations, the collection of results and certificates and that this information is given in good time
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the examination bodies
- Liaise with SSLT, House Mistresses/Masters and Heads of Department to communicate timetabling and invigilation arrangements are in place for the school's external and internal examinations and assessments

**The specific responsibilities related to the Data Administrator include:**

The post holder will take a lead role in supporting the implementation, development and maintenance of our Management Information system which is iSAMs along with the two data tracking systems: O-Track (Prep school) and Go4Schools (Senior school):

- iSAMs pupil records/changes/admissions process on iSAMs
- iSAMs support for teachers, parents and pupils
- Administrative support with O-Track and Go4Schools
- School Cloud – parents' evening set up

In addition to this:

- Build up an in-depth knowledge and understanding of the School MIS and regularly review its effectiveness
- Support those staff working with particular MIS modules e.g. Examinations Officer, Data Manager, Deputy Head Academic, Timetabler, and Admissions Manager and liaise with appropriate members of the management team regarding the maintenance of pupil and staff administrative data in the MIS, assisting with the transfer of data to and from other systems as required
- Assist the data manager with the generation of reports from the MIS including the timely and accurate submission of any statutory and statistical returns
- There will be an occasional requirement to assist with critical data prep

**HOW TO APPLY**

All applications must consist of the following completed documents:

1. Letter of application addressed to Mrs Jane Clewlow, Deputy Head (Academic) of Brighton College Dubai. Please state clearly in your letter your experience.
2. CV naming two referees, one of whom must be your current or most recent employer.

Please note:

Incomplete applications will not be considered and Brighton College Dubai reserves the right to make an appointment at any stage of the recruitment process.



Due to the expected high levels of interest in positions at the School, applications will be acknowledged on receipt however only candidates selected for interview will be contacted within 21 days of the closing date for applications.

## **CLOSING DATE AND INTERVIEWS**

**Deadline for Applications will be 30<sup>th</sup> December 2021**

Interviews are likely to take place from week commencing 2<sup>nd</sup> January 2022

*Brighton College Dubai is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that should your application be successful, a police check will be undertaken in the country of origin; in the UK, a disclosure will be requested from the UK's Disclosure and Barring Service.*