



BRIGHTON COLLEGE
DUBAI

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Personal Assistant to Head of Prep School

Date of Advert: September 2023

Job Start Date: Immediate



In partnership with **bloom.education**



Brighton College Dubai wishes to recruit a Personal Assistant to Head of Prep School

Profile

The role centres on providing specific support to the Head of Prep School and additional support to the other members of the Prep Leadership Team of Brighton College Dubai. This position is within the support staff of Brighton College and requires a high level of efficiency, flexibility and the ability to work under pressure. Maintaining confidentiality at all times is the key.

Job Description

Main Duties:

- Proactively manage the smooth running of the Head of Prep School's electronic diary and keep this up to date at all times
- Managing the Head of Prep School's commitments as directed including arranging meetings with parents and staff
- Support Prep Leadership Team members with parental correspondence
- Attending and producing minutes for School meetings involving the Head of Prep School as necessary
- Assisting with projects of other departments as agreed by the Head of Prep School
- Managing the staff contacts lists
- Supporting in the organisation of College events like; open days, parent evenings, hosting events, special curriculum days and promoting the College
- General secretarial duties: dictation, typing, dealing with correspondence, copying, distributing documents
- Organise catering for regular meetings and liaise with the Catering Manager for special events as required
- Electronic and physical file maintenance – confidential data management
- Proof-reading, collation and organisation of the Prep Strategic Leadership Teams work as required, in particular in relation to the College evidence room
- Gather information from various quarters within the School
- Accurate completion of statistical returns and accreditation requests
- Scheduling and management of project work, as guided by the Head of Prep School
- Support the Prep Leadership Team with administrative tasks for the Prep School Development Plan, Self-Evaluation Form and KHDA/DSIB inspections/visits
- Deal with all aspects of management and organisation within the Head of Prep School's Office, including all stationery and office supplies
- Lead the coordination and distribution of the weekly Prep School Newsletter
- Any other reasonable management request



Key skills & Experience:

- Prior experience in education is essential
- Excellent communicator and team player
- Excellent English verbal and written communication skills with a sharp eye for detail and proofing capacity for the Head of Prep School and College 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
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
- A sense of humour and the capacity to remain calm and to cope with the unexpected
- 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

Technical skills

- Strong working knowledge of Microsoft applications including: Word, Excel and Outlook
- Typing speed of 70 wpm
- Good knowledge of other programs such as PowerPoint, Teams, One Note and Publisher

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

HOW TO APPLY

All applications must consist of the following completed documents:

1. Letter of application addressed to Mrs Sarah Brannon, Head of Prep School, Brighton College Dubai. Please state clearly in your letter your experience and kindly send to Julia Jones (jjones@brightoncollegedubai.ae), Personal Assistant to the Head Master of Brighton College Dubai.
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, only candidates selected for interview will be contacted within 14 days of the closing date for applications.

CLOSING DATE AND INTERVIEWS

Deadline for Applications will be 8th September 2023. Interviews will be held as potential candidates are selected.

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.