



BRIGHTON COLLEGE  
DUBAI

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## HR Manager

Date of Advert: November 2022

Job Start Date: January 2023





## **Brighton College Dubai wishes to recruit a Human Resources Manager**

### **Introduction**

We are currently seeking to appoint an experienced and well-qualified Human Resources Manager to join us Brighton College Dubai. At Brighton College Dubai it is expected that all colleagues work together in establishing Brighton College Dubai as a true leader in the Emirate of Dubai. This will be achieved through the collective efforts of 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.

Brighton College Dubai benefits from a strong partnership with Brighton College, the UK's top co-educational school and Sunday Times School of the Decade, and with Brighton College Abu Dhabi, Brighton College Al Ain, Brighton College Bangkok and Brighton College Singapore. The Brighton family of schools currently educates more than 4,000 pupils. Our position as a member of a group of leading academic schools creates opportunities for professional development and career progression which are seldom, if ever, matched. The three Brighton College schools in the UAE work closely together. The schools in the UAE also work closely with our partner, Bloom Holdings and its education division, Bloom Education. Brighton and Bloom have enjoyed a strong and fruitful partnership for more than a decade. Brighton College Dubai is regulated by the Dubai Knowledge and Human Development Authority and Bloom Education plays a vital role in supporting this relationship effectively.

Packages are competitive, with a good salary and comprehensive benefits.

### **The College**

Brighton College, the UK's top co-educational school, opened its sister school in Dubai in September 2018 and was awarded the grade of "Outstanding" in its first British School Overseas (BSO) inspection in November 2022.

Brighton College Dubai is comprised of a Preparatory School (for pupils aged 3 to 11) and a Senior School (11-18) and is a leading Independent-style British International School located in the United Arab Emirates. With a prime location, it will eventually educate 1,600 pupils across the 3 to 18 age range on its striking campus in the centre of Dubai, one of the world's most innovative and exciting cities. It offers its pupils a world-class British education in a co-educational setting, leading to IGCSE and A-level studies, and entry to the world's leading universities.

A key component of Brighton's internationalisation 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 and each values the importance of the individual: every boy and girl in the Brighton family of schools is valued for his or her own sake and encouraged to develop his or her talents to the full, in a community where there are no stereotypes and where every achievement, however small, is noticed.

Brighton College Dubai has classes from Foundations Stage 1 through to Year 11 and opened its Sixth Form last year which offers a comprehensive programme of courses with the aim of being the leading British international school in the Emirate of Dubai with heavily oversubscribed applications for entry.

The College works closely with the local education regulator KHDA (Knowledge and Human Development Agency) to ensure that not only are all regulator and accreditation requirements fulfilled but will act as an example of best practice to be shared in many areas of teaching and pupil experience.



## **JOB DESCRIPTION**

Job Description:	Human Resources Manager
Responsible for:	Brighton College is looking to appoint a Human Resources Manager. The primary role of the HR Manager will be to be the first point of contact for all school staff on all HR matters and will report directly to the Head Master.
Consulting with:	All Staff
Reporting to:	Head Master

### **The Human Resources Department**

We are seeking to appoint an experienced HR Manager to manage and support the day-to-day operations of the Human Resources office in the College along with the administration of human resources policies, procedures and programmes. The incumbent will provide support and advice to all staff members in the various human resources functions, which include recruitment, onboarding/offboarding, staffing, employee engagement and employee relations and will cover the full employee life cycle.

### **Main Tasks and Responsibilities**

- To lead the onboarding process for newly recruited employees to ensure the process is transparent, informative, timely and supportive to enable their relocation to Brighton College Dubai to be positive and smooth
- To ensure staff fully understand the medical cover, advise and support as required
- To lead in the College's personnel policies, procedures, collective agreements, contracts of employment, terms and conditions of service and ensure these are up to date for teachers and support staff
- Providing timely HR advice to all staff and work with CLT for the informal resolution of employment issues
- Manage grievance and disciplinary processes as required
- Manage the Single Central Register, ensuring it is reviewed, audited regularly and "inspection ready" at all times
- Implement appropriate systems for recording and storing confidential staff records and information in line with the Data Protection Act/GDPR and manage the HR database
- To effectively communicate and manage the visa, medical and official documentation requirements for new staff and their dependents in advance of their arrival and during the start of their employment
- Support and advise CLT on best practice in employment matters
- Ensure absence management procedures are followed and provide support in holding return to work meetings and absence management meetings with staff, as appropriate
- Be the first point of contact for all employees on employee relations issues
- Produce and present HR data dash boards to CLT and address areas for improvement
- Ensure payroll processes are completed accurately and reported to the management information system
- Provide staffing attendance reports to CLT for use related to attendance, sickness, appraisals, return to work meetings and references.
- Administer and explain benefits to employees, serve as liaison between employees and insurance carriers
- Update employee handbook as required and carry out any other duties as directed by the Head Master



## PERSON SPECIFICATION

- Effective communication skills
- Customer service approach
- Able to influence colleagues in a diverse cultural environment
- Deliver results in a timely manner with highest degree of efficiency
- Collaborate with members of leadership team to deliver key HR initiatives
- Forensic attention to detail & able to prioritise key tasks
- Excellent organisation and interpersonal skills
- Credible experience of managing employee relations

To be considered for this appointment, you will have:

- At least a minimum of 2 – 3 years' experience working in a HR generalist capacity
- College Degree preferred
- Excellent organisation and interpersonal skills
- Experience working in a multi-cultural environment is an advantage
- Knowledge in general HR office procedures, policies and methods

## Closing date and interviews

Applications will be considered as they are received, and interviews will be scheduled thereafter

## HOW TO APPLY

All applications must consist of the following completed documents:

Letter of application (maximum one and a half sides of Garamond 12) addressed to Mr Simon Crane, Head Master of Brighton College Dubai. Please state clearly in your letter all relevant experience to support your application. This should be attached to your electronic application.

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.

*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.*