



BRIGHTON COLLEGE
DUBAI

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Admissions Officer

Date of Advert: November 2022

Job Start Date: Immediate





Brighton College Dubai wishes to recruit an Admissions Officer

Introduction

We are currently seeking to appoint an experienced and well-qualified Admissions Officer to join us at 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.

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

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Consulting with: All staff

Reporting to: **Admissions Manager**

Overview

To assist the Admissions Manager with the process of applications in accordance with the admissions procedures, including making arrangements for school visits and ensuring that all visitors receive a positive impression of the College. Conduct tours of the school campus and attend school open days and events. Deputise for the Admissions Manager and assist in covering the front reception desk as required.

The responsibilities will include but not limited to:

- Assist the Admissions team with admitting new and leaving students with all that it entails; including paperwork, phone calls and reports.
- Organise and manage the admission procedures of students in order to maintain a school specific enrolment budget consistently throughout the academic year.
- Ensuring all students are registered in accordance with the College Enrolment Process and the specific governing body (such as KHDA).
- Supports the school admissions by meeting with prospective parents to explain admission procedures, curriculum, fee structure and regulations in order to ensure prospective parents enrol their children at the school.
- Update, maintain and manage the student information ISAMS database, including all non-mandatory fields, ensuring that up to date information is available on a daily basis.
- Support the admissions department to ensure annual enrolment processes such as; the re-enrolment process, Parent School Contract and registration of students, is completed within the agreed timetable.
- Answers phone and online queries regarding admission. Responds to telephone calls and enquiries courteously.
- Ensure the College policies, procedures and codes of conduct are followed at all times and all audit items are addressed in a timely manner
- Maintain and create files for all new applicants, new students, current students, exiting students and alumni and complete all exit documentation for students withdrawing from the school.
- Maintains exemplary personal presentation as provided within the College dress guidelines.
- Work in tandem with all FOH staff, creating a positive team ethos.
- Perform other duties as requested by the Admissions manager.



To be considered for this role, candidates must have:

- Fluent English language capacity.
- Excellent IT and administrative skills.
- Exceptional communication and organizational skills.
- A minimum of 2 years experience in a similar role.
- Previous experience in the customer service or hospitality industry would be an asset.
- Experience/training in the use of information management and web based information systems.
- The desire to provide outstanding results.
- Aspiration to work in a world class school with real prospects for enhancing their career.
- Refined interpersonal skills and experience of working in an international environment and high performing team are also vital

Remuneration

We offer a competitive salary commensurate with experience and industry standard benefits package.

HOW TO APPLY

All applications must consist of the following completed documents:

1. 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 your admissions experience, together with details of your co-curricular strengths and contributions. This should be attached to your electronic application.
2. CV (maximum 4 sides) naming two referees, one of whom must be your current or most recent employer. 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.

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.

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