

Admissions Administrator

School:	Repton School, Dubai	Posted:	4th February 2020
Location:	Dubai	Expires:	28th February 2020 12:00 AM
Contract Term:	Temporary	Start Date:	As soon as possible
Salary:	TBC	Job ID:	1088400
Hours:	Full Time		



Repton School, Dubai

Repton School Dubai is seeking an outstanding **Administrator** to cover maternity leave for two months.

The successful applicant should be well organised and fluent in both written and spoken English with customer service experience in a front of house environment. The role is primarily to provide administration support services in order to ensure efficiency and effectiveness of the department including, but not limited to:

- Invigilating assessments
- Administration support
- Parent interaction

Successful candidates will have:

- English as a first language or IELTS 7.5+
- Customer Service experience
- A welcoming and helpful approach
- Competent computer skills including Microsoft office
- Confidence and courtesy when speaking to parents
- Husband/Father sponsorship (Visa is not provided for this role)

Working hours are 7.30am - 4.30pm

Salary is fixed at AED 5,000/month

About Repton School Dubai

Repton Dubai is a prominent international school in the heart of Dubai and one of the few schools in Dubai to boast an Outstanding rating from the Dubai Schools Inspection Board since 2014.

One of the few genuinely international schools in the Gulf Region, Repton Dubai combines the reputation and academic rigour of the UK curriculum, from infants and junior school through to IGCSE level in Year 11, and then embraces the challenges and opportunities of the International Diploma or IB in the Sixth Form.

Set in the largest, most spectacular school campus in the Middle-East, and almost uniquely in Dubai offering a dynamic boarding experience in addition to day school, Repton pupils from ages 3-18 benefit from facilities, resources and a classroom and sporting experience that is the envy of their peers.

Our mission is to promote excellence in every area of a child's and student's life at school, within and outside the classroom.

Safeguarding Statement:

The Repton Family of Schools is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to detailed and enhanced pre-employment clearance, including identity checks, criminal background checks for all countries lived in, qualification checks, employment checks to include an exploration of any gaps in employment, and satisfactory reference checks for all employment in the last 5 years.