

DUBAI COLLEGE

A tradition of quality in education



Job Title: Sixth Form Administrator
Reports to: Head of Sixth Form
Department: Administrative/Support
Application Deadline: 14 October 2024
Start Date: Immediate

Job Summary

The Sixth Form Administrator plays a vital role in ensuring the smooth operation of the Sixth Form office, with key responsibilities spanning attendance management, general administration and university admissions support. This role demands excellent organizational skills, attention to detail, and a proactive approach to supporting the needs of students and staff within the Sixth Form.

Primary Duties and Responsibilities

Attendance

- Acknowledge and record student absence
- Monitor late arrivals, attendance percentages, lesson, and activities attendance
- Administer early sign-in for persistent late arrivals.

Administration

- General office administration
- Respond to all Sixth Form enquiries
- Maintain Sixth Form calendar
- Assist with the planning of Induction Day
- Organise Parents' Evenings, Sixth Form Open Afternoon, Practice Interview Day, Work Shadowing week, Y12 Higher Education evening and Year 13 Graduation Ceremony
- Plan and prepare for Oxbridge and Medical Days
- Generate and distribute confidential letters, reports, schedules, agendas, and meeting minutes
- Database management and administration
- Provide administrative support for the Positive Education Programme. Create annual event calendar and weekly sixth form bulletin, as well as creating termly wall calendar for all events
- Limited event planning

Careers

- Assist with Work Shadowing organisation and Careers Evening
- Source and distribute careers related information and opportunities.

University Admissions Support

- Transcript preparation
- Collating final references, personal statements and predictions for students
- Co-ordinating inbound university visits
- Maintain applicant database.

Any other duties as assigned by the Head of Sixth Form.

Knowledge, Skills and Abilities

- Excellent written and verbal communication skills in English
- Strong knowledge of the UK university application process
- Proficient in Excel, Word, Outlook, PowerPoint, and Office 365; ISAMS experience is a plus
- Outstanding organizational skills and ability to work under pressure
- Adaptable in a dynamic environment
- High emotional intelligence
- Delivers quality service to agreed standards
- Responds well to change and manages pressure effectively
- Experience working with high-achieving young adults is desirable

Working Hours

This role provides the opportunity to work within a dynamic environment with excellent facilities. The position is full-time, requiring 40 hours per week, Monday to Friday.

Salary & Benefits

The contract of employment provides a salary range of between AED9,250 – AED10,400 per month, subject to verification of previous related experience.

Benefits may include sponsorship, airfare allowance, family medical insurance, and discounted tuition fees, as outlined in the school policies.

Complimentary lunch is provided daily.

Terminal gratuity will be applied as per UAE labour law. Eligible UAE or GCC nationals will receive appropriate contributions through the pension authority.

Application Process

Applications should be submitted using the online application form available on our website. We will only consider applications that are fully completed and submitted through the online application form.

Safer Recruitment

Dubai College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of young people and we select staff that understand and share this commitment. All applicants must be willing to undergo a rigorous child protection screening, including checks with past employers and providing Police Certificates for the last five years from all countries that the applicant has resided in.