**Dwight School Dubai wishes to recruit an Community Relations Associate**

**Dwight School Dubai**

Dwight School Dubai is an authorised International Baccalaureate (IB) World School in three program areas – Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP). Our school is rooted in a long history of innovation in education dating back to the founding of Dwight School (New York) in 1872. With campuses in New York, London, Seoul, Shanghai and now in Dubai, as well as our Dwight Global Online School, each Dwight School shares the same commitment to igniting the spark of genius in every child. Kindling their interests, we develop inquisitive, knowledgeable, self-aware, and ethical citizens who will build a better world. Dwight’s vision is to foster the next generation of global leaders who can thrive anywhere in the world.

In Academic Year 2021-22 Dwight School Dubai will have classes from PreK to Grade 12.

The School 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 student experience.

**POSITION DESCRIPTION**

Position: Community Relations Associate (Receptionist)

Reports to: School’s Admission Manager

**Position overview:**

To support the school in welcoming parents, students and guests in a professional and courteous manner. Be the face of the school and act graciously as the first point of contact. And assist the Senior Leaders with any administrative requirements.

***Key Responsibilities:***

* Be the first point of contact within the school. Present a professional first impression to parents, guests and customers visiting the school. Assist with all queries knowledgeably, efficiently, and courteously.
* Welcome visitors to the school and register them, following student protection procedures.
* Operate the school switchboard.
* Respond to telephone/email enquiries from parents and assist accordingly.
* Receive parcels and deliveries; ranking outgoing post and arranging special deliveries when necessary.
* Book tours and assist with booking assessments.
* Timely and accurate maintenance of confidential student records, including entering information into the school management information system.
* Use Microsoft packages, particularly Word and Excel, to help support the school’s administrative team.
* Assist with all administrative duties such as photocopying, filing, etc.
* Assist in locating students when reported “missing” from class.
* Understand data protection and confidentiality.
* Create and distribute the school’s daily briefing.
* Work to deadlines in a calm and confident manner when under pressure.
* Assist with school events such as Parent Open Days and School Performances.
* Carry out any such task as shall be deemed necessary to the smooth running of the school.
* Other Admissions related tasks, as and when required and delegated by the Admissions Manager.

**Preferred Qualifications:**

* Minimum Bachelors
* Minimum 2 years’ experience working in a similar role, ideally in a school or customer driven environment.
* Strong customer service skills required to communicate effectively with parents, students, general public, faculty and staff.
* Ability to work flexible hours, including evenings and weekends to accommodate the needs of the department.
* Detailed oriented and strong organizational skills

**How to Apply**

All applications must consist of the following completed documents:

1. Letter of application (two pages or less) addressed to Mr David Hutson, Head School, at Dwight School Dubai. Please state clearly in your letter you’re teaching and leadership (if applicable) experience, together with details of your co-curricular strengths and contributions. This should be attached to your electronic application.

2. CV (two pages maximum). This should be attached to your electronic application.

**Please note:**

Incomplete applications will not be considered, and Dwight School Dubai reserves the right to make an appointment at any stage of the recruitment process.

Any appointment requires two good references, one of whom must be your current or most recent employer.

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.

Closing Date and Interviews:

Deadline for Applications will be: 30 June 2021

Interviews are likely to take place: June 2021

*Dwight School 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.*