

NORTH LONDON COLLEGIATE SCHOOL DUBAI
Part-time Arts and Activities Administrative Assistant
JOB DESCRIPTION

North London Collegiate School Dubai seeks an enthusiastic, efficient and experienced administrator to assist the Arts, Sports and Extra-Curricular departments of the School. This position is offered on a part-time basis with the potential for the role to develop as the school grows.

The Role of Arts and Activities Administrative Assistant

This role reports to the Director of Extra Curricular Activities.

Sports

- General administration and assistance of the PE Department
- Photography during home fixtures and events.
- Liaising with the Facilities team to ensure appropriate arrangements are made on the day of events.
- Updating results to online league platforms.
- Bus Bookings.
- Updating the calendar with fixtures information.
- Updating notice boards within the department.
- Facility management and care.
- Assisting with an annual stock check.
- Assisting with annual orders of team kit and equipment.

The Arts

- Overseeing the writing of timetables for the visiting instrumental teachers.
- Communicating with the visiting music staff regarding student concerts, music examination entries, student absences etc.
- Keeping a record of student waiting lists for instrumental lessons.
- Overseeing the writing of timetables for Trinity drama lessons.
- Assisting in the production of posters and programmes for concerts.
- Liaising with the Facilities team to ensure appropriate arrangements are made on the day of concerts/events.
- Helping with an annual stock check for Arts departments.
- Support with Arts Festival preparations, e.g. arrangements for visiting artists, hotel, transport etc.

Activities and Trips

- Using the School's MIS (SchoolBase) to make changes to student activities and registers, as appropriate.
- Sharing information with parents regarding trips.
- Updating the trips/ECA notice board with pictures and information.

Whole School

- Attend staff meetings and INSET days, as appropriate.
- Set a good example in terms of dress, punctuality and attendance.
- Comply with NLCS Dubai policies and procedures relating to safeguarding, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards.

As with all administrative posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.