

NORTH LONDON COLLEGIATE SCHOOL DUBAI

NLCS Dubai seeks an enthusiastic and experienced Receptionist to join our team as

The successful candidate will have an international outlook and an appreciation for the impact a successful Receptionist can have in the School. This person will be quick to learn about the organisation and interact with various staff to perform the role immediately. He / she will be educated to degree level or above (preferably) and may also have other relevant professional qualifications. The post holder will be an outstanding administrator who has a proven ability to perform his/her own duties and support others in performing their duties; he/she will be expected to have the following capabilities in terms of personal qualities, professional experience and skills:

Professional Qualifications

- Bachelor Degree or higher in a related field (preferable)
- Recent participation in continuing professional development

Professional Experience

- At least 3-5 years previous experience in a school or busy office environment
- Demonstrated experience with MS Office including Word, MS Excel
- ***Personal Qualities and Skills***
- Effective communication skills, including the ability to effectively communicate requests and instructions to individuals and groups
- Commitment to, and enthusiasm for, customer service and delivery
- Possess flexibility and adaptability to manage changing work requirements and varying volumes of work
- Ability to work co-operatively and effectively within the team and the organisation
- Ability to manage multiple tasks simultaneously, solve problems, manage and meet deadlines and maintain a high quality of work
- Possess a personal presentation that reflects a professional image and the values of the organisation
- Exemplary communication skills in English, both verbal and written
- High level interpersonal skills

- Confident and articulate in communicating with others
- Possess good organisational skills, manage time efficiently
- Ability to show good cultural understanding

RESPONSIBILITIES OF THE POST

- Act as a main point of contact for parents and provide information about the school that include curriculum , timings, calendar, facilities, ECAs, catering and buses.
- Organising the distribution of communication to parents via email and the schools MIS system.
- Assist with organizing (booking of buses, field trips, events, PD days, PTCs catering, supplier, printing, etc)
- Respond to emails and telephone calls in a timely manner and directing to the appropriate person
- Coordinate the collection of daily attendance records and follow up on absences in accordance with school policy
- Support with start and end of day procedures for drop off and collections
- Greet and assist visitors and guests to the school
- Attend various staff meetings and record minutes if required
- Other administrative tasks (typing, photocopies, preparing school brochures, etc.)
- 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.