

Administration Support Assistant, Dubai, United Arab Emirates

Hartland International School seeks to appoint an **Administration Support Assistant** to support our academic team.

Our School

Hartland has established a reputation for excellence in learning, teaching and leadership in the region with a student body of just over 2200 students from nearly 110 nationalities. We are a truly unique and international community where a strong blend of academic challenge, enrichment opportunities and pastoral support for all, targets and inspires excellence. All that we do is underpinned by a values-based family community of teachers, children and parents providing the best possible education for every child in our care.

The Post

The Administrative Support Assistant will be responsible for providing administrative support for:

- School provided and external enrichment coordination
- School trips and visits
- Specific support for Music and Drama enrichment and activities
- General admin support

The successful candidate will have:

- Proven administrative experience, ideally within a school or education setting
- Previous experience supporting school trips, enrichment programmes or extracurricular activities will be desirable
- Strong organisational skills with the ability to manage multiple activities and deadlines
- Excellent written and verbal communication skills
- High level of attention to detail
- Proficient in Microsoft Office (Word, Excel, Outlook) and confident using databases or school management systems
- Experience coordinating logistics such as bookings, transport arrangements and schedules
- Strong interpersonal skills with the ability to liaise professionally with students, parents, staff and external providers
- Ability to work independently and as part of a team
- Commitment to confidentiality, safeguarding and professional standards
- Flexibility to support occasional out-of-hours school events

In return you will have the opportunity to work in a premium state-of-the-art modern school with a committed and dedicated staff. We have a pro-active approach to continuing professional, personal development and wellbeing, and the successful candidate will join a school where our values and our community are integral to our ethos. You will receive a competitive and attractive tax-free salary, high quality fully furnished accommodation, private medical insurance, annual airfare to home country and an 'End of Service Gratuity'.

Safeguarding Statement

Policies for safer recruitment are aligned with the recommendations of the International Task Force on Child Protection. At Hartland International School we hold ourselves to a high standard of effective practices in relation to child protection and we are committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share in this commitment. Successful applicants will be subject to various background checks including receipt of satisfactory references, proof of relevant qualifications, identification and police checks, including overseas checks.

The school is also committed to equality of opportunity and to the culture and principles of equity, diversity and inclusion.

How to Apply

The closing date for this position is 20 May 2026. Early applications are encouraged as we may interview on receipt of applications, prior to the closing deadline.

Candidates wishing to apply should complete the application form and upload it with a CV and covering letter to the HR Manager, Mrs Lurette Robertson at careers@hartlandinternational.com Please include a recent photograph.

Your application should include the names, addresses, email addresses and telephone numbers of three professional referees, one of which must be your current Head of School. Applications will only be considered if they are completed.