

## **Administration Support Assistant, Dubai, United Arab Emirates**

Hartland International School is seeking an experienced and highly organised **Administration Support Assistant** to support the smooth day-to-day operations of our School.

This is a pivotal role, working closely with the Leadership Team to coordinate communications, events, and administrative processes, ensuring a consistently high standard of service for our staff, parents, and wider community.

### **Key Responsibilities**

- Manage and coordinate whole-school communications, ensuring accuracy, quality, and consistency
- Provide administrative support to the Leadership Team, including diary and meeting coordination
- Coordinate the planning and delivery of routine events, including Parent Teacher Consultations, ensuring smooth organisation and efficient administration
- Support the coordination and delivery of larger-scale and whole-school events, such as Open Days, Induction, Awards ceremonies and Graduations
- Produce and format school publications, reports, and event materials
- Manage communication uploads via iSAMS
- Support trip administration and wider school operations
- Flexibility to support occasional out-of-hours school events and cover reception as necessary

### **About You**

- Strong administrative experience, ideally within a school or professional environment
  - Excellent written communication skills with high attention to detail
  - Highly organised, proactive, and able to manage multiple priorities
  - Confident working with a range of stakeholders in a fast-paced environment
  - Professional, adaptable, and committed to delivering high standards
- Proficient in Microsoft Office (Word, Excel, Outlook) and confident using databases or school management systems; experience creating professional materials using tools such as Canva is desirable

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](mailto: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.