



PA to Head of Secondary, The Arbor School – MAY 2024

The Arbor School seeks a motivated, proactive and supportive individual for an exciting opportunity of **Personal Assistant to the Head of Secondary**. The successful candidate will play a key role in fulfilling the school's ecological and sustainability vision, through their actions whilst supporting the Head of Secondary in all administrative, clerical and secretarial tasks. This is a multi-faceted role requiring a person who is capable, diligent and enthusiastic.

Enough For All, For Ever

The Arbor School opened in 2018 with a very different vision of what education could and should be – experiential, authentic and inspired by the natural beauty, human ingenuity, and profound ecological and social challenges of the Arabian Peninsula.

The cultivation of a learning community uniquely committed to understanding and restoring the health of ecological and human communities as interconnected parts of a whole requires equal parts optimism, ambition, and humility. A fundamental belief in the inherent goodness of people and their capacity to act with empathy and compassion underscores the sense of hope that is fundamental to learning for a sustainable future. The resilience and determination to tackle challenges that have grown to global proportion is essential to finding sustainable solutions and orchestrating the social changes needed to grow them to scale. The realisation that comes from recognising that we are all students – never a master – drives our commitment to ignite a lifelong love of learning.

Recognising the interconnected nature of the cognitive, affective and participative domains, and their roles in shaping learning, we are pursuing a holistic approach to teaching and learning, designed to prepare learners:

- to understand the interconnected concepts of sustainability, individual and collective well-being, and environmental and social justice;*
- to find purpose, meaning and joy in their interactions with the natural world and with each other, and to seek to understand people who are different to themselves; and*
- to experience a sense of accomplishment and self-efficacy through their actions at home, in school and in the wider world.*

JOB SUMMARY

The Arbor School seeks experienced individuals for an exciting opportunity within our unique school. The successful applicant will work alongside the Head of Secondary as their Personal Assistant. They will support them with the day-to-day management of tasks and ensure they are fully supported in their role including

+971 4 581 4100
enquire@thearborschool.ae
P.O. Box 413898 Dubai, UAE
thearborschool.ae

**ENOUGH
FOR ALL,
FOREVER.**



confidential matters. They will be responsible for handling a wide range of administrative tasks, ensuring the efficient and effective running of the Head of Secondary's office and daily business.

THE ARBOR PROMISE

Arbor employees are a part of a community which is inclusive, fun-loving, and active. Arbor employees enjoy authentic friendships with their colleagues, positive relationships with school leaders, who care for their wellbeing, and are a team in the true sense. Arbor employees are resilient in the face of challenge, are stable and calm in the face of change, and creative and flexible when solving problems. Arbor employees bring their passions and interests to enrich our school and are clear that there is an expectation to do so. We commit to meeting agreed deadlines, to communicating proactively with an assumption of positive intent and share a passion to provide an education of the highest quality to our students.

REQUIRED CANDIDATE PROFILE

- Fluent/Native English language skills
- Bachelor's Degree / Diploma Degree in Business Administration or related field.
- Strong office/admin experience
- Advanced MS Office skills
- Two years' experience working in school administration or similar setting.

REMUNERATION:

Competitive tax-free salary and end of contract gratuity as per the UAE labour law.

APPLICATION:

To apply for this position please send the required documents below to recruitment@thearborschool.ae:

- An up-to-date CV with a recent photograph to be included.
- A letter of application, no longer than two pages in length, which outlines your suitability for the Arbor School.

The Arbor School is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We hold ourselves to a high standard of effective safer recruiting practices with specific attention to child protection. All appointments are subject to CV and qualification checks, interview, identity checks, criminal record checks, and successful references.

All appointments are subject to the approval of the Knowledge and Human Development Authority and the Ministry of Human Resources and Emiratization.

+971 4 581 4100
enquire@thearborschool.ae
P.O. Box 413898 Dubai, UAE
thearborschool.ae

**ENOUGH
FOR ALL,
FOREVER.**