



دار المعرفة  
dar al marefa

## **Administrative Assistant - MYP/DP**

**Start date: Mar 2020**

**Contract type: Full time Local Contract**

### **About Us:**

An inspiring initiative by one of the most prominent UAE families Al Ghurair, **Dar Al Marefa School** is a top-ranked and widely recognised bilingual International Baccalaureate® school in Dubai, with a broader academic vision - to make a significant contribution to the next generation of the UAE by partnering with parents, friends and the local community.

Dar Al Marefa is an IB World School offering a bilingual education in English and Arabic. Our curriculum reflects our respect for local and regional cultures while preparing our students for an increasingly complex and interconnected world. Our teaching staff from 17 different nationalities provide a world-class education to our student body from over 35 countries. The school has relocated to an innovative new campus in Al Khawaneej with high end facilities, led by an inspirational leadership team.

Dar Al Marefa is looking for an **Administrative Assistant** on a full-time basis to provide administrative and general clerical support to the Head of Secondary and the MYP/DP Leadership team. He/she will serve as a member of the Administration team under the supervision of the Principal.

### **General Duties and Responsibilities:**

- Maintain an effective, orderly and efficient office;
- Generate required correspondences for the MYP/DP section of school;
- Calendar management for the Head of Secondary and MYP/DP Coordinators;
- Receive calls for the MYP/DP leadership/teaching staff and arrange for the appropriate action to be taken;
- Responsible for student and staff attendance in MYP/DP;
- Assume other professional responsibilities as assigned by the Principal.

### **Requirements:**

- At least a Bachelor's degree;
- Fluent English and Arabic Speaker;
- Exceptional organizational skills and IT skills;
- Ability to maintain high level of confidentiality and professionalism at all times;
- Ability to work both independently and collaboratively to support the Admin team;
- Strong communication and interpersonal skills to work closely with students, parent and peers;
- Previous experience of working in a school environment is desirable;
- Visa status - on spouse/parent sponsorship.



دار المعرفة  
dar al marefa

### **Application Process**

To apply please send in your covering letter and detailed CV with the subject: "Application for Administrative Assistant MYP/DP" to [careers@daralmarefa.ae](mailto:careers@daralmarefa.ae).

Dar Al Marefa School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to interview, successful references and background checks.

**Application Deadline: 15 March 2020.** The school reserves the right to close the selection process at any time once the right candidate has been identified.