

Join us:

**Store and Inventory
Officer
(UAE Nationals
Preferred)**



Working for a Brighton College School

Brighton College schools are fantastic places to work. Brighton College is the leading co-educational school in the UK and was named 'UK School of the Decade' by *The Sunday Times* in November 2020.

Established in 1845, the College has grown exponentially since 2006 when Richard Cairns became Head Master. Since then we have moved from 147th in *The Sunday Times* results table, to 3rd – the best position ever achieved by a co-ed school. All Brighton College schools are renowned for their excellent academic results and innovative approaches, whilst placing kindness and community at the heart of their approach to education.



We take great pride in recruiting only the very best teachers to Brighton College. We know that outstanding teachers change lives. Teaching at all levels at Brighton is characterised by passion, academic rigour and innovation, with teachers taking an active rôle in designing and delivering our bespoke version of the English National Curriculum.



The Brighton College Family of Schools includes our three Prep Schools in the UK and five current international campuses, with our sixth site opening in Hanoi, Vietnam, in August 2023. In total, over 6,700 pupils are educated in Brighton College schools around the world. Working at a Brighton College school means having a base in one of seven exciting cosmopolitan cities - Brighton, Bangkok, Dubai, Al Ain, Abu Dhabi, Singapore and Hanoi.

This international network provides teachers and school leaders with the potential to make fruitful connections, and brings a range of opportunities for career progression and promotion. In addition, staff at Brighton schools frequently share best practice and benefit from CPD across the whole group.



Most importantly, Brighton College schools are happy places. Staff and pupils feel fulfilled, and our emphasis on kindness fosters a thriving intellectual, sporting and performing arts culture. We hope you will enjoy this opportunity to join a fantastic group of professionals working across our family of schools.



Our approach to education is regularly celebrated. In addition to being named 'UK School of the Decade' by *The Sunday Times*, Brighton College have also been named 'School of the Year' twice by the same publication; *The Week* named them 'Most forward-thinking school' in 2017 and 2019, 'Best in the UK for STEM' in 2020, 'Best for Community Outreach' in 2021, and 'Best for a Global Outlook in Education' in 2022. Spears Education Index ranked Brighton College and Brighton College Abu Dhabi as two of the top 100 schools internationally for four consecutive years from 2021, whilst Brighton College Bangkok won the International Schools Award 2022 for Diversity, Inclusivity and Justice. We've also been named 'Best British School in the UAE' by LUXLife Magazine and have been selected as a finalist in the Independent School Parent awards.

**BRIGHTON COLLEGE
INTERNATIONAL SCHOOLS**



94% GRADES 9-7 AT GCSE



**800+
teaching
staff**



99% A*-B GRADES AT A-LEVEL



30

**subjects
offered**



150+ CHARITIES AND PROJECTS SUPPORTED

11

**SCHOOLS IN THE BRIGHTON COLLEGE
FAMILY**

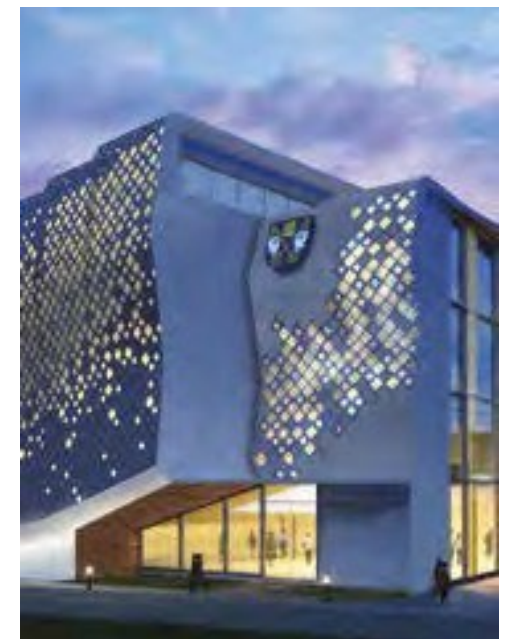


25+

**NUMBER OF COUNTRIES WHERE
OLD BRIGHTONIANS ATTEND
UNIVERSITY**



**6,700+
pupils in our
schools**



ABU DHABI LIFESTYLE

The standard of life is high in Abu Dhabi, services are efficient, and convenience is a strong feature of the day-to-day. Lifestyle options are diverse and vibrant, as might be expected in a city with over 200 nationalities living side-by-side.

1



SAFETY

Abu Dhabi is a leader in world-rankings for lowest crime rate in cities. The city's safe and calm environment is a renowned feature, providing a haven for family life, the young, elderly, women and children.

2



TAX-FREE INCOME

Tax-free salaries, available for all inhabitants of the United Arab Emirates, makes it one of the best locations to build one's future. An attractive prospect for expats and compelling reason to relocate!

3



ALL YEAR SUN

Abu Dhabi is sunny all year round. The city's average temperature hardly drops, and while the summer months are characterised by indoor and air-conditioned terrain, from September to May the comfortable, breezy weather allows for all manner of outdoor pursuits, from beach-bathing to dune-bashing, to exploring market souks.

4



LOW COST OF PETROL

Just a few years ago, fuel was cheaper than bottled water in the oil-rich UAE. While this may no longer be the case, it is still considerably less expensive than elsewhere in the world.

5



BOOMING REAL ESTATE

6 Abu Dhabi's real estate industry is thriving. Residents and visitors can easily rent or buy properties that fit their requirements and price range. Whether you choose the glittering, yacht-lined location of the Marina, the slick, sophisticated streets of Reem Island or the leafy, suburban areas like Bloom Gardens and Al Raha Beach, Abu Dhabi has it all.



TRAVEL

7 Abu Dhabi is the perfect 'hub' for travel, offering inexpensive and accessible adventures to much of Asia, Europe and Africa. Its favourable geographical location makes the city one of the best places in the world for tourism. Abu Dhabi has multiple daily direct flights to all major UK cities.



ARCHITECTURE

8 The Government of Abu Dhabi invest huge amounts of money to progress the city's economy, resulting in a breath-taking city-scape from the infamous Grand Mosque, to the Louvre Musuem.



FOOD, GLORIOUS FOOD

9 If you're an 'adventure' when it comes to food, you've come to the right place! Abu Dhabi features plenty of restaurants that serve local and international dishes: American, Chinese, Indian, Lebanese, Mediterranean, Vietnamese, Turkish and more – you name it! On the other hand, if you prefer to eat at home, most outlets offer take-out and delivery services.



NEVER A DULL MOMENT

10 Abu Dhabi is sometimes described as a 'playground for adults', and the range of experiences and opportunities available here lend credibility to the idea.





Brighton College Abu Dhabi is looking to appoint a Store and Inventory Officer (UAE Nationals preferred).

About the role

Store and Inventory Officer (UAE Nationals preferred)

The Store & Inventory Officer will be responsible for the efficient management of the school's central store, ensuring proper receipt, storage, and issuance of materials and supplies. The role includes maintaining accurate inventory records, managing stock levels, optimizing space utilization, and supporting overall school operations by ensuring timely availability of resources and materials.

Duties and Responsibilities

- **Inventory Management:** Maintain accurate and up-to-date records of all inventory, including receipts, issuance, transfers, and disposal of materials and supplies using inventory management software.
- **Receiving and Inspection:** Oversee the receipt of incoming materials, verifying their quantity and quality, and ensuring they meet school standards before storing.
- **Stock Issuance and Control:** Issue materials and supplies to various departments and staff as requested, ensuring accurate documentation, control, and timely tracking of stock.
- **Organising and Storage:** Ensure the central store is well-organized, clean, and optimized for space, utilizing vertical storage solutions, shelving, and safe stacking practices to maximize efficiency.
- **Inventory Audits:** Conduct regular inventory checks and audits to maintain accurate stock levels, promptly identifying and addressing any discrepancies for reconciliation.
- **Coordination with Departments:** Liaise with departments such as Facilities, IT, and others to understand their needs, ensuring the timely availability of resources and preventing delays in their projects and operations.
- **Reordering and Stock Replenishment:** Regularly monitor stock levels, initiate purchase requests, and manage reordering schedules to ensure adequate inventory at all times.
- **Disposal Management:** Manage the disposal of obsolete, expired, or damaged materials in accordance with school policies and safety regulations, ensuring proper documentation is maintained.
- **Security and Access Control:** Ensure the security of the store by maintaining appropriate access controls and implementing measures to prevent loss, theft, or damage to stock.
- **Compliance with Health and Safety Regulations:** Ensure all materials are stored safely and comply with health and safety regulations, particularly when dealing with hazardous materials, fire safety, and proper storage conditions.
- **Asset Management:** Assist in the tracking and management of school assets, ensuring they are tagged, cataloged, and stored appropriately when not in use, and updating asset records as necessary.
- **Space Optimization:** Continuously assess and improve the layout and storage methods within the store to maximize space efficiency and ensure easy access to frequently used materials.
- **Supplier Liaison:** Communicate with suppliers to manage orders, delivery schedules, discrepancies, and returns, ensuring smooth procurement and timely restocking.
- **Budget Awareness:** Monitor the usage of materials and ensure efficient stock management within allocated budgets, providing suggestions for cost-saving measures where applicable.
- **Support to Facilities and IT:** Work closely with the Facilities and IT departments to ensure they have the materials and equipment needed for ongoing projects, ensuring timely resource allocation.
- **Emergency Support:** Provide access to essential supplies and materials during emergencies, such as maintenance tools, safety equipment, or critical stock for unforeseen circumstances.
- **Reporting:** Generate and submit regular inventory and stock reports to management, providing insights on stock levels, reordering needs, and usage trends.



Person Specification

Brighton College Abu Dhabi is an exciting place to work, and it is our staff who will make our community such a vibrant and stimulating environment.

The success of Brighton College Abu Dhabi will be due to excellent and innovative staff. Above all, therefore, we are looking for individuals who foster a passion for high level customer service and who demonstrates an ability and genuine desire to develop a premium school.

REQUIREMENTS

- Proven experience as a Store and Inventory Officer.
- Strong organizational, analytical and multitasking abilities.
- Proficiency in using inventory management software and basic office software (e.g., Excel, Word).
- Attention to detail, accuracy in documentation and strong problem-solving skills.
- Knowledge of health and safety regulations pertaining to storage and inventory management.
- Ability to work independently and collaborate effectively with different departments.
- Good communication and interpersonal skills.

PREFERRED QUALIFICATIONS AND SKILLS

- Previous experience in a school or institutional environment.
- Expertise in inventory control practices and procedures.
- Experience in space optimization techniques for storage.
- Must be a graduate with attested certificates.

The application process

All applications must consist of the following completed documents (saved as PDF):

1. Letter of application (maximum one page)
2. Fully completed teacher [application form](#) (available on website)
3. CV (maximum 4 pages)

All of the above documents should be sent to Melizza Bosito pamso@brightoncollege.ae

Please note:

Incomplete applications will not be considered and Brighton College Abu Dhabi reserves the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that submit their applications as soon as possible.



Remuneration

Brighton College Abu Dhabi offers a competitive remuneration package which includes an attractive tax-free salary.

Safeguarding and equal opportunities

Brighton College Abu Dhabi is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the successful completion of pre-employment checks, including an enhanced police

check, the receipt of satisfactory references, the College's pre-employment medical questionnaire, relevant original ID documentation and examination certificates. Online searches may be done for prospective candidates as per our safer recruitment policy.

The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective, and which promotes equality of opportunity.