



Queen
Elizabeth's
School

DUBAI SPORTS CITY



CANDIDATE BRIEF FOR THE APPOINTMENT OF

People & Culture Officer



Welcome

Thank you for your interest in joining Queen Elizabeth's School, Dubai Sports City. I am delighted you're exploring the possibility of becoming part of our extraordinary journey.

At Queen Elizabeth's Global Schools, we are doing something truly special. We are building an ambitious and inclusive family of schools inspired by the values and heritage of our founding school, Queen Elizabeth's School, Barnet—one of the UK's most academically distinguished institutions. But while our standards are world-class, our mission is deeply human: to nurture confident, able, and responsible young people, who are ready to shape the world with both intellect and integrity.

We are unapologetically aspirational for every child and every colleague. That means we expect the best—but we also give our best. As part of our team, you'll find yourself surrounded by high-performing, like-minded professionals who support, challenge, and inspire one another every day. You will be empowered to lead, to grow, and to make a genuine impact.

We are proud of the diverse and inclusive communities we are cultivating across our schools, and safeguarding is central to all that we do. This is a place where every individual—regardless of background—is seen, heard, and valued.

If you believe in the power of education to transform lives, and if you are excited by the idea of helping shape something exceptional from the ground up, we warmly invite you to take the next step with us.



Dan Clark
Principal
Queen Elizabeth's School,
Dubai Sports City



The School

At Queen Elizabeth's School, Dubai Sports City, we proudly extend the distinguished legacy of Queen Elizabeth's School, Barnet, one of the United Kingdom's most celebrated academic institutions. Founded on centuries of tradition and intellectual rigour, our branch schools uphold an uncompromising commitment to academic excellence, character formation, and cultural enrichment.

Our vision is to cultivate dynamic, world-class learning environments where the next generation of confident, able and responsible young people are shaped. We challenge our students to think independently, lead with purpose, and embrace a global perspective—all within a community that values tradition, discipline, and innovation.

By blending the timeless values of our founding school with the opportunities of a rapidly evolving world, we ignite curiosity, inspire ambition, and prepare our students to make meaningful contributions to society—as scholars, leaders, and changemakers.





The Opportunity

We are seeking a highly organised, discreet, and service-oriented People & Culture Officer to support the effective and professional delivery of HR operations at Queen Elizabeth's School, Dubai Sports City.

This role offers a unique opportunity to contribute to a world-class educational environment by supporting the people agenda with efficiency, care, and integrity. You will play a central role in ensuring a seamless experience for staff across all stages of their employment lifecycle. Your responsibilities will include managing day-to-day administrative processes, supporting recruitment and onboarding, maintaining employee records, and ensuring adherence to all local regulatory requirements and internal policies.

With a focus on service excellence, compliance, and attention to detail, this role is key to sustaining a positive, inclusive, and high-performance staff culture—one that reflects the values and professionalism of a leading international school.

As a valued member of the school operations team, you will uphold the vision of Queen Elizabeth's Global Schools and contribute to the legacy of our founding institution, Queen Elizabeth's School, Barnet—renowned for academic achievement and exceptional organisational standards.

If you are a meticulous and dependable professional with a passion for supporting people in a values-driven setting, we would be pleased to hear from you.

The Role

Job Title: **People & Culture Officer**
Reporting to: **People & Culture Manager**

Recruitment and Onboarding

- Support the full cycle of recruitment by coordinating job postings, managing candidate communication, and organising interviews to ensure a professional, seamless experience.
- Facilitate the onboarding process for new staff, preparing contracts, managing visa and work permit processes, and organising comprehensive induction programmes aligned with school culture.
- Ensure all pre-employment checks and documentation, including academic qualifications, references, and safeguarding clearances, are collected, verified, and filed in accordance with regulatory standards and school policy.
- Maintain safeguarding as a top priority throughout the recruitment and onboarding process, upholding safer recruitment principles at every stage.
- Contribute to initiatives that encourage the hiring of local talent, working to meet the school's local employment goals and aligning with national workforce development priorities.

HR Administration

- Maintain accurate and confidential personnel records in both digital and physical formats, ensuring compliance with data protection legislation, safeguarding protocols, and employment law.
- Prepare official HR documents including offer letters, employment contracts, and certificates of employment with precision and professionalism.
- Monitor and update systems to reflect attendance, absence, and leave data, supporting the accurate management of time and entitlement records.
- Assist in the administration of employee benefits including healthcare, leave entitlements, and other contractual provisions.



Employee Experience and Culture

- Act as a first point of contact for staff HR-related enquiries, providing timely, well-informed responses in a supportive and respectful manner.
- Support the planning and coordination of staff engagement activities, wellness programmes, and school-wide professional development initiatives.
- Uphold the school's commitment to a positive, inclusive, and high-performance workplace culture by ensuring all staff interactions are consistent with the values of Queen Elizabeth's Global Schools.

Compliance and Reporting

- Ensure all HR practices and records meet the highest standards of compliance with local labour laws, safeguarding regulations, licensing authority requirements, and international best practices.
- Prepare accurate reports and dashboards for the People & Culture Manager on staffing metrics such as recruitment progress, employee turnover, attendance, and compliance status.
- Support audits and inspections by ensuring all employee documentation, including safeguarding records, is complete, current, and accessible as required.

Professional Learning and Development Support

- Coordinate internal and external training activities by managing schedules, attendance, records, and feedback collection.
- Liaise with third-party providers to arrange certifications, workshops, and compliance-based training, supporting a culture of lifelong learning and professional excellence.

Operational Support and Policy Implementation

- Provide operational and administrative support to the People & Culture Manager across a range of projects and policy implementation activities.
- Contribute to the school's HR policy development by ensuring frontline practices are informed by lived staff experience, feedback, and regulatory expectations.
- Keep abreast of changes in labour legislation, safeguarding policy, and market expectations to inform compliance and enhance the quality of HR service delivery.



The Person

Qualifications and Experience

- Bachelor's Degree in Human Resources, Business Administration, or a related field.
- A minimum of 2-3 years of experience in HR administration or a related role, preferably in a school or educational setting.
- Familiarity with local regulations and HR processes in UAE is an advantage.
- Professional certifications in HR (e.g., CIPD, SHRM) are desirable.

Personal Qualities

- Problem-solving skills and a proactive approach to completing tasks efficiently.
- Strong organisational and multitasking skills with attention to detail.



The Package

We believe that outstanding staff deserve outstanding support. Our compensation and benefits package reflect our deep commitment to attracting and retaining exceptional colleagues who share our ambition and values. Subject to individual status, our package includes:

Salary We offer a generous salary aligned to our internal salary scale, which is based on qualifications and experience. This scale is reviewed annually by the Governing Body to ensure it remains competitive with leading international schools. The salary reflects our expectation that staff contribute fully to the co-curricular, pastoral, and house life of the school. A strong commitment to holistic education is at the heart of our professional culture.

Medical Insurance Comprehensive medical insurance is provided for the employee and dependents (where applicable).

Annual Airfare Annual return airfare is provided for employees.

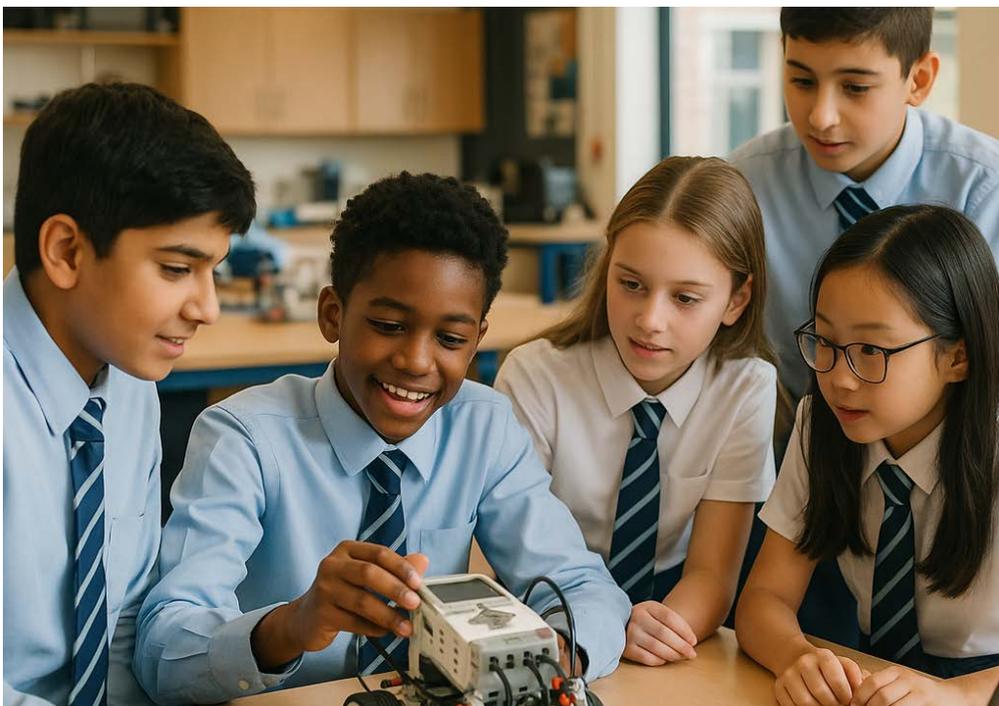
Gratuity End-of-service gratuity provided in accordance with local Labour Law.

Professional Development A dedicated Professional Development Fund is available to support continuous growth through courses, certifications, or attendance at leading educational conferences.

Discretionary End-of-Contract Bonus A discretionary bonus may be awarded upon completion of the contract, in recognition of performance and contribution to school life.

Wellbeing & Staff Culture A calendar of staff wellbeing and enrichment activities, focused on balance and connection. A supportive, inclusive environment where all colleagues are valued, inspired, and empowered.





The Process

Applications should be submitted electronically via the TES platform. Please ensure that all required documents are uploaded as part of your application.

Shortlisted candidates will be asked to present their vision for delivering an outstanding People & Culture Service that supports the school to nurture confident, able, and responsible young people, in alignment with the mission of Queen Elizabeth's Global Schools.

Queen Elizabeth's Global Schools are an equal opportunities employer and is deeply committed to safeguarding our students, ensuring their safety and wellbeing. We expect all staff and members of our community to share this commitment and to promptly report any concerns about a student's or community member's safety or wellbeing. Applicants must be willing to undergo rigorous child protection screening, including checks with past employers and providing Police Clearance Certificates from all countries that the applicant has resided in.

Opening and operations are subject to the completion of the building and final approval from KHDA.



Queen
Elizabeth's
School

DUBAI SPORTS CITY

*Some images within this document have been generated using Artificial Intelligence (AI).