



Kings' Education

HR Officer

Kings' Education is a prestigious group offering an outstanding education for students from foundation through to secondary level. Kings' founding school is the only one in the Emirates to have achieved the rating of "outstanding" since the launch of inspections by the Dubai Schools Inspection Bureau. Kings' students achieve exceptionally high academic standards via creative, innovative approaches to teaching and learning; curriculum design and delivery that often break from tradition. We adopt forward thinking approaches that cater for all learning styles. All our schools have a British heritage and an international perspective where children become effective, enthusiastic and independent life-long learners who are able to adapt to the changes and challenges of a fast-moving, modern world.

We have a vacancy for an experienced HR Officer for Kings' Education, working across our three schools. In addition to relevant experience in HR, we are looking for individuals who demonstrate integrity, are team players and who pride themselves in having a high level of emotional intelligence.

Essential skills and qualifications:

- At least 2 years' experience in HR preferably within UAE
- Educated to degree level, plus preferably an HR related qualification
- Experience of working within a multi-functional and multi-site administration department
- Excellent communicator both orally and written
- Ability to be positive, proactive and creative in finding new solutions
- Ability to deliver an outstanding service

Only candidates with relevant experience and qualifications should apply. This is a local contract and so applicants should be on a spouse/father's sponsorship.

If you are interested in joining a dynamic, dedicated team at one of Dubai's leading school groups, please send your CV with photo and covering letter to

careers@kings-edu.com

Further information on our schools can be found at www.kings-edu.com