



## **Shia Ithna'asheri Madressa Administrative Manager** **Job Description**

<b>Job title:</b>	Administrative Manager
<b>Date description prepared:</b>	December 2014
<b>Immediate superior:</b>	Principal
<b>Other regular relationships:</b>	Secretary, Treasurer, Heads of Department
<b>Overall purpose:</b>	To provide the necessary management and administrative support to the Madressa
<b>Time commitment:</b>	5 days per week (including Sundays during term time only)
<b>Working hours:</b>	35 hours per week (including 8.30am -4.30pm on Sunday)
<b>Remuneration:</b>	Yes – Further details on application

### **1. Key Roles**

- a) Management of staff
- b) Implementation & management of processes
- c) Utilisation of IT systems
- d) Record keeping and document updating
- e) Ownership over Madressa Resources

### **2. General Tasks**

- a) Managing internal and external communications mainly via email and telephone
- b) Creating reports and presentations both in advance and post events and meetings
- c) Attending all required meetings to facilitate recording of minutes
- d) Managing and updating the database as required
- e) Working with data extracted from our database and sending snapshots and reports to team members on a regular basis
- f) Updating all working documents

- g) Managing the end to end process of projects and events that are run during the course of the academic year such as
  - i. Parents Day
  - ii. Activities Day
  - iii. Presentation Day
  - iv. Assessments
  - v. Teachers Training
  - vi. Any External Trips
- h) Working together with our Compliance Team to ensure action points are undertaken swiftly and in particular manage the DBS certification process for new and existing staff
- i) Providing administrative support where required in particular on annual events and trips
- j) Providing support to the SIM treasurer and create finance based reports
- k) Liaising with third party organisations / individuals to ensure that deadlines are met for specific functions (e.g. trophies for presentation day)
- l) Providing on-site support to Madressa staff on Sundays during Madressa hours amongst which includes:
  - i. Photocopying and printing
  - ii. Answering queries from parents and staff
  - iii. Resolving student related issues
  - iv. Documenting all activities and events
- m) Ensuring that all Madressa property including the office is well maintained, resources utilised are documented and our equipment is always organised and readily available

### 3. **General competencies**

- a) To ensure that communications are clear, with minimal grammatical and typographical errors
- b) To communicate regularly by phone / email with team members and to drive work forwards
- c) To be a good listener and willing to learn the various systems in place
- d) To cooperate and learn from experienced team members
- e) To proactively seek work
- f) To appreciate when further assistance or expert help may be required

- g) To implement problem solving techniques, and to proactively look for solutions to problems encountered
- h) To be self-organised and self-disciplined when working autonomously
- i) To be unflappable when dealing with complex situations and with the different stakeholders of the Madressa
- j) To be diligent in documenting all necessary information and to assist in improving the governance of the Madressa

#### 4. **Person Specification**

- a) An intermediate / expert user of Ms Office software (Excel, Outlook, Word) **is essential**
- b) A background of working within an education environment or with children would be highly desirable but is not essential
- c) Good general understanding of IT systems used in the modern workplace as well as flexibility to learn to use new software / systems
- d) Knowledge of web management systems (Joomla) and HTML and CSS is advantageous but not essential
- e) Graphic design skills would be advantageous but is not essential