



MANCHESTER QURAN ACADEMY

MADRASSAH ADMINISTRATOR JOB DESCRIPTION

We are seeking a highly motivated and organized individual to join our team as a Madrassah Administrator. As the Madrassah Administrator, you will play a pivotal role in ensuring the smooth day-to-day operations of our educational institution. This position requires a dynamic and detail-oriented professional who is passionate about creating a positive and enriching learning environment for our Madrassah students.

Safeguarding

Guidance Hub requires employees to abide by its policies on safeguarding and promoting the welfare of vulnerable children and adults. An Enhanced Disclosure and Barring Services (DBS) (Previously known as CRB) check is required with this post. As well as this position being subject to a satisfactory enhanced disclosure, this job offer will also be subject to a minimum of two satisfactory references.

Why Join Us?

Inspire and Impact: Be a crucial part of nurturing young minds in a vibrant learning environment.

Team Spirit: Collaborate with a dedicated team of teachers and make a difference in the community.

Professional Growth: Unlock opportunities for personal and career development in a supportive setting.

Key Responsibilities:

- Efficiently manage day-to-day administrative tasks.
- Foster a warm and welcoming atmosphere for students, parents and teachers.
- Support educational initiatives and events.
- Ensure smooth operations for an optimal learning environment in the Madrassah.
- Plan and organise the most awesome Eid parties for our Madrassah students!
- Maintain accurate records of student enrolment, attendance, and progress.
- Handle enquiries and communications with parents, students, and staff.
- Coordinate the use of facilities for classes, events, and meetings.
- Ensure that classrooms and common areas are well-maintained and conducive to learning.
- Handle tuition payments, donations, and financial transactions accurately.
- Collaborate with teachers, parents, and community members to support the overall mission of the Madrassah.
- Ensure compliance with relevant educational regulations and standards.
- Maintain accurate and up-to-date records in accordance with institutional policies.

Requirements:

Strong organizational and multitasking skills.

Excellent communication and interpersonal abilities.

Passion for education and community building.

Prior administrative experience is a plus!

Job Title: Administrator

Reporting to: Centre Manager

Salary: £11.50

Term: 12 month contract

Shift (not flexible): Monday to Thursday, 2.30pm to 6.30pm

Location: Guidance Hub, Manchester

Start Date: March 2024

Selection Process:**Step 1: Initial Interview**

The initial interview will be a conversation focused on your professional background, skills, and experiences. This interview aims to provide you with an opportunity to discuss your qualifications, and for us to assess how well your skills align with the requirements of the Madrassah Administrator role. We will also discuss your motivation for joining our team and address any questions you may have about our institution.

Step 2: Final Interview

Successful candidates from the initial interview will be invited to a final interview. This stage is more in-depth and may involve specific scenarios and situational questions. We will delve deeper into your ability to handle administrative responsibilities, work collaboratively with our team.

If you have the skills and enthusiasm required for this exciting opportunity, we would like to hear from you. Covering Letter and CV should be sent to mqa@guidancehub.org