



VACANCY

Title: Head of Administration (Education)

Part-time: 15 hours a week

Reports to: Head of Education

Location: British Muslim Heritage Centre

Salary: Competitive

Company Overview:

The British Muslim Heritage Centre is a dynamic educational institute committed to promoting a positive image of Islam and Muslim Heritage. Our team is passionate about delivering exceptional service and exceeding expectations.

Position Overview:

We are seeking a proactive and organised Head of Administration (Education) to join our team. The ideal candidate will provide comprehensive administrative support to ensure the smooth operation of our portfolio of educational activities. This role requires strong communication skills, attention to detail, and the ability to multitask effectively. We require a dynamic leader who:

- Has what it takes to support our after-school club.
- Plan and deliver improvements through effective management and delegation, ensuring high quality Islamic education for our pupils and good standards of learning and achievement.
- Has the experience to support a dedicated team of 4 - 5 staff.
- To provide professional leadership for the after-school club by setting clear and ambitious goals for self, colleagues, parents, and pupils.
- To implement monitoring and evaluation techniques that continuously measure performance of the students and respond and report to the management as required.
- To ensure that school's policies and practices adhere to national and local requirements.
- A professional, visible, welcoming, and friendly individual who is an excellent communicator.
- An Individual who can drive our after-school club to the next level by considering new initiatives such as a new weekend supplementary school, a tuition centre etc.

Key Responsibilities:

- Manage office operations by handling incoming enquiries, emails, and correspondence.
- Organise and maintain physical and electronic files and records.
- Coordinate interviews and meetings with parents and teachers.
- Perform other administrative tasks, including data entry and filing etc.
- Create and implement staff induction, training and development programmes.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target.
- Continue the development of good working relationships with management, staff, pupils, parents, and the wider community.
- Deliver presentations on a basic introduction to Islam to school visits (training provided).
- Carry out any such duties as may be reasonably required by the management

Teaching and Learning

- Actively nurture an Islamic environment that promotes and secures good teaching, effective learning, high standards of achievement and discipline.
- Proactively develop the curriculum including its relevance, implementation, and assessment.
- Ensure that all statutory requirements are met
- Monitor and evaluate the quality of teaching and learning, and standards of achievement of all pupils in the school through appropriate methods.
- Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.

Qualifications & Experience:

- Ideally a graduate or equivalent qualification.
- Proven experience in an administrative role or similar position.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other relevant software.
- Excellent communication skills, both verbal and written.
- Strong organisational and time management skills.
- Ability to prioritise tasks and work independently with minimal supervision.
- Attention to detail and accuracy in all work.
- Discretion and confidentiality when handling sensitive information.

Benefits

- The salary reflects the nature of the role in the charity sector and is highly competitive
- You will be working in an Islamic environment where you will be able to pray and will be surrounded by people with a like-minded attitude to help others

How to Apply

If you are interested in joining our team as an Head of Administration, please submit your resume and a cover letter outlining your qualifications and relevant experience by **19th July 2024** to: shafiq.siddiq@bmhc.org.uk