

Madrasah Administrator Vacancy

Bracknell Islamic Cultural Society (BICS)

Primary Location

Bracknell Islamic Cultural Society (BICS),
Unit C Waterside Park,
Cookham Road,
Bracknell,
RG12 1RB

Expenses

Voluntary role with payment of expenses – will be discussed further at interview stage

Working Hours

Flexible but ideally we would like someone to be available during the madrasah timings
Monday – Thursday: 5:30PM – 7:00PM. Initially between 5-6 hours per week, could be more as per madrasah need.

Application

Please apply by sending your CV to madrasah@bracknell-ics.org.uk

Why Bracknell Islamic Cultural Society?

- In 2017 the vision was formally set to establish a first masjid in the Bracknell area, Alhamdulillah in 2020 this vision became a reality and we were able to purchase an ex office block to utilise as a masjid, In 2021 we established a madrasah and we are now in year two with approximately 100 students and 7 classes, 2 classes consist of hifz students.
- Be part of a team who are utilising their skills in developing and helping others
- Ongoing training, tarbiyyah and personal development for admin staff.

Duties for Admin staff includes:

- The administrator will be the main point of contact for Bracknell Madrasah and will utilise a wide range of communication methods to keep parents informed i.e. emails, comms, generating reports, answering and making phone calls.
- Maintaining all updated student information records including, new starters, joiners, leavers, personal information, health notes, progress reports etc.
- Responsible for reviewing student registers to ensure they are completed by teachers on each day of the madrasah and also weekly.
- Managing the Madrasah mailbox, answering queries.

- Ensuring all parent contact information for students is up to date in the portal and parents are able to login to their portal to set up the necessary direct debits, assisting with setting up (Go Cardless) and chasing up any late payment for fees.
- Supporting the planning for next academic year including supporting the madrasah timetable and holidays for the year. Supporting with write up and distribution of comms to parents and teachers
- Managing the student intake process and waiting list records
- Ensuring staff records (contact details, DBS & training certificates are up to date)
- Excellent attendance and punctuality throughout term times
- Sharing best practise
- Complete compulsory training required (child protection, health and safety etc)
- Participate in end of year preparations (presentation day, trips, workshops) as appropriate
- Attend annual inset day and administration training sessions to understand processes within the Academy
- Raising any issues to the Head of Education based on priority
- Assisting with admin activities for onboarding of new teachers and students including administrative support for the relevant DBS checks

Relevant & Desired Skills

Skills	Essential	Desired
Education	<ul style="list-style-type: none"> • Good level of spoken and written English 	<ul style="list-style-type: none"> • GCSE's Completion
IT skills	<ul style="list-style-type: none"> • Understanding of MS Office • Google Sheets / Excel • Google Docs 	<ul style="list-style-type: none"> • Advanced MS Excel (Mail merge and basic understanding of formulas)
Experience	<ul style="list-style-type: none"> • Passion to learn • Share knowledge • Develop Skills 	<ul style="list-style-type: none"> • Administration and eye for detail • Organising and managing workload • Good Communication experience
Personal attributes	<ul style="list-style-type: none"> • Native English level required • Punctuality and dedication • Organised • Self-motivated • Proactive • Can work under pressure 	<ul style="list-style-type: none"> • Leadership qualities • Creative • Thinks of ways to improve existing processes • Positive Thinker

Bracknell Islamic Cultural Society is dedicated to protecting children and young people. All candidates are subject to Enhanced DBS checks as part of our Recruitment Policy. All applications will be treated with strict confidentiality.