

Role : Madrasah Steward

Location: BICS, Unit C, Waterside Park, Bracknell RG12 1RB

Work Hours: Monday To Thursday, 17:20 to 19:30

Essential Skills

- Fluent in English
- Good Communication Skills
- Basic awareness of salah and its etiquettes
- Basic awareness of masjid and its etiquettes
- Eligible to undergo extended DBS checks
- Open minded to undergo any compliance trainings
- Ability to work in a team or individually
- Friendly approach to problem solving and communication

Desirable Skill

- Past experience in working in a school or in a childcare environment
- Knowledge of child safety and safeguarding

BICS Madrasah is looking for a Steward who could carry out following tasks during the “Work Hours” stated above ..

- Monitor madrasah students drop off which is usually between 17:15 to 17:30 and pick up between 19:00 and 19:30
- Supervise students who are sent out of class room as “time out” which is usually 5 to 10 minutes
- Remind students to get back to classrooms if they are taking unusually long time for water/toilet breaks or involved in discussions outside classroom during class hours
- Remind students and teachers 2 minutes prior to jamat(congregation) time and guide students to line up for salah
- After salah, monitor the students to ensure they quietly get back to their class rooms with minimal or no noise
- In case of late running teachers, guide students to be in their respective class rooms with door open and instruct them to do revision until their teacher arrives
- Help parents to safely collect their children
- Coordinate with the volunteering steward to carry out safe collection of the students
- There will be a probation with the existing experienced steward team members who will be guiding on the ground for the first couple of weeks

How to Apply

Please send an e-mail to madrasah@bracknell-ics.org.uk with a copy of your current CV