



Dar al-Zahra School Administrator

Part Time School Administrator: 22 hours per week

Weekends

12 hours fixed

- Sat: 9:00am -2:00pm
- Sun: 9:00am -4:00pm

Weekdays

10 hours

Variable

Mon – Friday 10am -12pm

Salary	£14,300 (pro rata)
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Start Date	May 2025
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Job Description: To work alongside the Dar al-Zahra organisation in running a weekend programme for girls between the ages of 11-18 in Liverpool

Your responsibilities will include:

- provide administrative support to Dar al Zahra teachers including onboarding process
- meet and greet students, teachers and visitors to Dar al Zahra
- manage the student life cycle from registration/admission to graduation/leaving
- work with academic boards, governing bodies and task groups
- assist with recruitment, public or alumni relations and marketing activities
- draft and interpret regulations
- deal with queries and complaints procedures
- coordinate examination and assessment processes
- maintain high levels of quality assurance, including course evaluation and course approval procedures
- use information systems and prepare reports and statistics for both internal and external use
- participate in the development of future information systems
- contribute to policy and planning
- manage budgets and ensure financial systems are followed
- Source and purchase stationery/ equipment, and process invoices
- supervise other administrative staff
- communicate with partner institutions, other institutions, external agencies, government departments and prospective students
- work with PTFA to facilitate a variety of educational or social activities
- organise and facilitate sport and arts activities
- share concerns with trustees regarding safeguarding or other important matters that concern the students or Dar al-Zahra as whole.
- provide feedback to the trustees on a termly basis about the overall progress of the running of Dar al Zahra
- Seek Funding for Sports
- Communication with stakeholders
- Any other duties related to Dar al-Zahra set down by the Trustees.