



## Dar al-Zahra School Administrator

Part Time School Administrator: 21.5 hours per week	
<p><b><u>Weekends</u></b> 11.5 hours fixed</p> <ul style="list-style-type: none"><li>• Sat: 9:00am -2:00pm</li><li>• Sun: 9:00am -4:00pm</li></ul> <p><b><u>Weekdays</u></b> 10 hours -varied</p>	
Salary	£13,000 (pro rata)
Start Date	August 2024 TBC
<p><b>Job Description:</b> To work alongside the Dar al-Zahra organisation in running a weekend programme for girls between the ages of 11-18 in Liverpool</p>	
<p><b>Your responsibilities will include:</b></p> <ul style="list-style-type: none"><li>• provide administrative support to Dar al Zahra teachers including onboarding process</li><li>• meet and greet students, teachers and visitors to Dar al Zahra</li><li>• manage the student life cycle from registration/admission to graduation/leaving</li><li>• work with academic boards, governing bodies and task groups</li><li>• assist with recruitment, public or alumni relations and marketing activities</li><li>• draft and interpret regulations</li><li>• deal with queries and complaints procedures</li><li>• coordinate examination and assessment processes</li><li>• maintain high levels of quality assurance, including course evaluation and course approval procedures</li><li>• use information systems and prepare reports and statistics for both internal and external use</li><li>• participate in the development of future information systems</li><li>• contribute to policy and planning</li><li>• manage budgets and ensure financial systems are followed</li><li>• Source and purchase stationery/ equipment, and process invoices</li><li>• supervise other administrative staff</li><li>• communicate with partner institutions, other institutions, external agencies, government departments and prospective students</li><li>• work with PTFA to facilitate a variety of educational or social activities</li><li>• organise and facilitate sport and arts activities</li><li>• share concerns with trustees regarding safeguarding or other important matters that concern the students or Dar al-Zahra as whole.</li><li>• provide feedback to the trustees on a termly basis about the overall progress of the running of Dar al Zahra</li><li>• any other duties related to Dar al-Zahra set down by the Trustees.</li></ul>	