



SCHOOL ADMINISTRATOR

JOB DESCRIPTION	
Contract Type: In-person only	Location: Liverpool, UK
Duration: Maternity Cover (3 months)	Start Date: September 2026
Minimum Hours/ Week: 22 hours	Wage: £15 per hour

KEY RESPONSIBILITIES

As the administrative anchor of Dar al-Zahra School UK, you will manage operational and logistical functions to ensure the smooth delivery of the weekend programme while acting as a key liaison between trustees, staff, students, and external stakeholders.

- **Academic & Staff Support:** Provide comprehensive administrative support to the teaching team, including managing staff onboarding, conducting morning briefings, arranging teaching cover, and designing development training.
- **Student Lifecycle Management:** Oversee the entire student journey from initial registration through to graduation, including coordinating all exams, assessments, and quality assurance processes.
- **Financial & Resource Administration:** Manage school budgets, financial systems, and procurement, ensuring efficient stock control and the regular reordering of essential resources.
- **Operations & Information Systems:** Maintain and develop robust information systems and reporting procedures to ensure accurate record-keeping and data integrity.
- **Stakeholder Communication:** Act as the primary point of contact for students, parents, and partners, professionally managing queries, complaints, and the delivery of engaging digital and physical announcements.
- **Strategic Improvement:** Lead the development of internal communication channels and operational procedures to enhance the overall efficiency and running of the school.

- **Student Enrichment & Liaison:** Organise sports, arts, and social activities to enrich the student experience while supervising administrative staff and liaising with external agencies.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- **Educational Operations Expertise:** Proven experience in school administration or operational management, with a deep understanding of safeguarding and compliance requirements.
- **Technical Proficiency:** Highly tech-literate with hands-on experience using Microsoft ecosystems and the ClassDojo app to streamline school functions.
- **Advanced Organisational Leadership:** Strong organisational and communication skills, with the ability to manage complex schedules and engage effectively with all stakeholders.