

AQA* and Office Administrator** (30 hrs per week – Salary to be agreed)

**Al Qur'aan Academy (AQA), after school Madrassa. ** ArRahma Foundation charity Office Administrator. Based at Masjid 'Eesa Ibn Maryam, Hall Green, Birmingham.*

An exciting opportunity has arisen for someone who is passionate about loving, nurturing and valuing all children and their families, and support administrative work for a new and vibrant faith-based (Islamic) charity, to join Masjid 'Eesa Ibn Maryam from 01 September 2020 as AQA and Office Administrator.

Ideal candidate will:

- feel passionate about loving, nurturing and valuing all children and their families.
- have the ability and understanding to fulfil all legal and statutory requirements.
- have experience with safeguarding and implement child protection practices.
- have a good understanding of Health and Safety and able to implement standards.
- have a reasonable understanding of finances and be able to understand cashflow and produce a budget.
- have further education (up to College level) or equivalent work-related experience.
- have proficiency in the use of standard office tools (computer/laptop, all-in-one fax/copy machine, binding, laminating etc.).
- have good self-management, communication, leadership, organisation, problem-solving and team working skills.
- be good at multi-tasking and prioritizing work tasks.
- have the ability to control emotions and maintain composure under stress, using tact, good judgment and the ability to work with others as a team.
- have evidence of continuous participation in training and professional development.
- willing to work evenings and weekends, if needed.
- always be conscious of the need for confidentiality.

JOB DUITES INCLUDE, BUT ARE NOT LIMITED TO:

Charity Office (including Finance)

1. Maintenance and organisation of charity office, reception and all common areas and ensure they are tidy and well-presented and literature displays are stocked with newsletters, prayer timetables and other approved material.
2. Point of contact for visitors, and general callers.
3. Liaison with staff and volunteers from various projects (AQA, Adult Classes, Imams, Counsellors, Youth Projects etc) for help on administrative tasks.
4. Be one of the nominated first aiders and fire marshals.
5. Routine filing of paperwork.
6. Support trustee/staff meetings, lunches, etc.
7. Maintain petty cash with accurate records and receipts.
8. Process monthly payroll (online and receipted cash payments).
9. Pay all incoming invoices and maintain a file for the same.

10. Reconcile the bank statement monthly, particularly for recurring projects (AQA, IAI).
11. Receive donations collected during Friday prayers and other congregational events and count them at the conclusion of each, ensuring more than one person is involved collecting and counting the donations.
12. Collaborates with the Treasurer to establish procedures for collecting and recording all money received.
13. Ensure funds are deposited in the bank as soon as possible after they are received.
14. Receive and answer questions about financial matters.
15. Maintain confidentiality of all financial information pertaining to receiving, recording and depositing of funds.
16. Ensure that all HMRC taxes, reporting forms, and regulations are met timely.

Al Qur'aan Academy (AQA)

1. Maintain an up to date record of all AQA materials in the Madrassa office.
2. Familiar with all essential AQA policies including Attendance, Discipline and Staff Behaviour and Code of Conduct policies.
3. Collaborate with Principal Teachers to maintain updated lists of classes, teachers, support teachers, and classroom locations.
4. Assist HR Manager with processing DBS for all new staff (including for other projects).
5. Assist HR Team with obtaining all staff essential documentation, including, CVs, References, signed job descriptions, DBS clearance, executed contracts.
6. Assist the AQA Coordinator with organising the bimonthly Full Staff Meetings including support with logistics, refreshments or food, as needed.
7. Assist AQA Leadership Team (AQA LT) with communicating regular updates to parents.
8. Coordinate parent meetings per instructions from Principal Teachers at AQA and be in attendance at the scheduled meeting.
9. Be available on site during AQA teaching core hours (4.30pm until 7.30pm) from Monday to Friday (flexible attendance on weekends).
10. Keep relevant staff informed on student absences and parent queries.
11. Follow up absences, punctuality and behavioural concerns per AQA policies using parents contact details provided in registration forms.
12. Make all formal contacts to parents from Madrassa office landline maintaining a record of discussions in a dedicated file/register.
13. Assist with the administration of open days, parent meetings, awards evenings etc.
14. Maintain accurate and up to date student personal details including emergency contacts and special medical needs (seek updates from parents during parent meetings).
15. Work with AQA staff to order/distribute AQA supplies (books and stationary for staff/office).

Other responsibilities

1. Familiar with all essential ArRahma Foundation policies including Safeguarding, Health and Safety, Fire Risk and Safety, Data Protection Policies, as well as job role specific policies.
2. Manage storage and transfer of lost and found items per Lost and Found Procedure.

Registered Office: Masjid 'Ēsa Ibn Maryam, 14 Etwall Road, Hall Green, Birmingham, B28 0LE

Tel: 0121 778 6289 Email: HR@arrahma.co.uk or info@arrahma.co.uk

ArRahma Foundation (aka The Muslim Association of Hall Green) is a Registered Charity No.1153816

3. Maintain a current list of key holders and provide keys to personnel as needed. Collect keys when people leave.
4. Administer Car Park Management at peak use (AQA, Fridays and Special events):
 - a) Directing traffic in the car park.
 - b) Maintaining the smooth operation of the car park.
 - c) Good communication and customer service skills essential during managing parking and directing traffic.
5. Administer cleansing and maintenance of all toilets and ablution areas, including daily cleansing of frequent used surfaces and periodic, deep cleaning following an agreed rota.
6. Ensure adequate cleaning material is available for the cleaning of all areas including toilets, ablution areas, halls, corridors, kitchens, windows etc.
7. Coordinate the regular cleaning of the internal buildings and external grounds of Masjid 'Ēsa Ibn Maryam site.

NOTE: ArRahma Foundation is a Charity based on the Islamic faith overseeing the management of Masjid Eesa Ibn Maryam Mosque and its associated projects, including AQA; therefore, it is an occupational requirement for the post holder to be a committed Muslim, who assents to ArRahma Foundation policies and constitution.

ArRahma Foundation is committed to ensuring everyone in our organisation is responsible for Safeguarding and promoting the welfare of children. All successful candidates will be required to undertake an **enhanced DBS disclosure**.

To apply for this position please contact: Dr M Imran Bhatti, Manager of Human Resources and Senior Trustee. Application interests can be emailed to: HR@arrahma.co.uk for request of an application form for the role.

Closing date for applications Friday 31st July 2020. Interviews will take place during 3rd Aug to 7th Aug 2020 applications should be made on our Application Form which you can request via above email.

