



Education Admin Assistant

Reports to	Admin & Systems Manager
Contract	£12.21/hour; Part-time (can be discussed at interview)
Hours	Monday to Friday, 5:30pm to 8:30pm during madrasa terms. Hours may vary outside of terms. Holidays cannot be taken during terms.
Location	On-site
Hiring Process	Rolling application

Responsibilities

The focus of this role will be running our children and adult educational programs. This requires:

- Keeping accurate records, and chasing students/parents/teachers where necessary.
- Maintaining a presence (at reception), and answering queries, whether in-person, on the phone or via email.
- Ensuring policy & procedure are followed.
- Communicating within the team to ensure everything is prepared.
- Ordering and tracking stock of books and other resources.
- Managing and chasing donations.
- Supporting events and other admin work/activities.

Key Skills

Digital literacy – effectively utilise office software (e.g. spreadsheets, emails, calendars), and learn specific tools (e.g. booking systems/forms).

Personable – friendly, welcoming, and helpful. Also good with children.

Proactive & diligent – quick to act, careful to ensure everything gets done correctly, and able to deal with issues as they arise.

Organised – keep track of ongoing tasks, chase people, follow procedures and maintain records.

Communication – communicate clearly, concisely, and professionally over calls, emails, messages, and in meetings, both internally and externally.

There will need to be a willingness to help with other aspects, as well as make reasonable and temporary adjustments to hours where necessary.