

S I Madressa IT Administrator



Job Description

Job title:	S I Madressa IT Administrator
Immediate superior:	Principal
Other regular relationships:	Secretary, Treasurer, Office Administrator, Heads of Department
Overall purpose:	To provide IT administrative support to the Management team
Time commitment:	Part time (12-14 hours per week)
Working hours:	Flexible during Mon-Fri, Sunday 8.30am – 2.30pm
Remuneration:	Dependent on skills & experience

1 Person Specification

- a An intermediate / expert user of Ms Office software (Excel, Outlook, Word, Publisher) **is essential**
- b Basic – Intermediate knowledge of Wordpress is desired but not essential
- c Experience in graphic design packages (e.g. Adobe In-Design) is desired not essential.
- d Good general understanding of IT systems used in the modern workplace as well as flexibility to learn to use new software / systems and attending training where necessary.

2 General competencies

- a To ensure that communications are clear, with minimal grammatical and typographical errors
- b To communicate regularly by phone / email with team members and to drive work forwards
- c To be a good listener and willing to learn the various systems in place

- d To cooperate and learn from experienced team members
- e To proactively seek work
- f To appreciate when further assistance or expert help may be required
- g To implement problem solving techniques, and to proactively look for solutions to problems encountered
- h To be self-organised and self-disciplined when working autonomously

3 **General Tasks**

- a Manage internal and external communications mainly via email
- b Create reports and presentation in advance of Madressa events and meetings
- c Attend Madressa meetings as and when required in the evenings
- d Manage and update Madressa database as required and work with data in excel format extracted from our database and send snapshots and reports to team members on a regular basis
- e Update working documents on a regular basis
- f Assist in the management of projects that are run on an annual basis within the organisation
- g Review new technologies to make internal processes more efficient and to enhance the Madressa's online presence
- h Provide administrative support where required
- i Provide support to the SIM treasurer and create finance based reports and assist in managing finance related matters
- j Liaise with third party organisations / individuals to ensure that deadlines are met for specific functions
- k Provide on-site support on Sundays during Madressa hours
- l Keeping the Madressa website updated and current
- m To assist Madressa get ready for the implementation of the General Data Protection Regulation (GDPR) effective May 2018