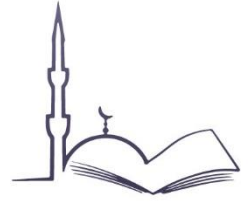


S I Madressa IT Administrator



Job Description

Job title:	S I Madressa IT Administrator
Immediate superior:	Principal
Other regular relationships:	Vice Principal, Treasurer, Office Administrator, Year Group Leads
Overall purpose:	To provide IT administrative support to the Management team
Time commitment:	Part time (22-26 hours per week)
Working hours:	Flexible during Mon-Fri, Sunday 8.30am – 2.30pm
Remuneration:	Dependent on skills & experience

1 Person Specification

- a 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.
- b An intermediate user of Ms Office software (i.e. Excel, Outlook, Word) **is essential**
- c Basic to intermediate knowledge of Wordpress is desired but not essential and training can be provided.
- d Some experience in graphic design packages (e.g. Adobe In-Design) is desired but not essential and training can be provided.

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
- i To think critically about obligations placed on Madressa and to pro-actively consider ways in which these obligations can be met and risks can be mitigated

3 **General Tasks**

- a To assist in the management of the Madressa office and organise staff resources for any given Sunday when Madressa is operating
- b Manage internal and external communications via email and newsletters
- c 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
- d Create reports and presentations in advance of Madressa events and meetings
- e Attend Madressa meetings as and when required
- f Update working documents on a regular basis
- g Assist in the management of projects that are run on an annual basis within the organisation
- h Review new technologies to make internal processes more efficient and to enhance the Madressa's online presence
- i Provide administrative support where required
- j Provide support to the SIM treasurer and create finance based reports and assist in managing finance related matters
- k Liaise with third party organisations / individuals to ensure that deadlines are met for specific functions

- l Provide on-site support on Sundays during Madressa hours
- m Keeping the Madressa website updated and current