

S I Madressa Operations Director



Job Description

Job title:	S I Madressa Operations Director
Immediate line manager(s):	Principal & Vice Principal
Other regular relationships:	Treasurer, Office Administrators, Year Group Leads
Overall purpose:	To provide operational and management support
Time commitment:	30 - 35 hours per week
Working hours:	Flexible during Monday – Friday & Sunday 8.30am – 2.30pm (term time only)
Remuneration:	Dependent on skills & experience – circa £32-36,000

1 Why

The Madressa vision is to inspire learning in order to nurture a love Allah (swt) and His Creations and thereby enabling individuals to live an Islamic way of life.

The Madressa is recruiting for a director to assist in realising its vision by creating a more robust internal structure and segregating operational, regulatory and staff support functions into a dedicated role. The director will take charge of all these areas and lead the Madressa forward, working collaboratively and supporting the management team on delivering strategic objectives.

2 Accountable For:

Overall responsibility for all aspects of Madressa **operations** including (but not limited to) our premises, communications, events and policies.

Ensuring that the areas of operation for which they are responsible contribute positively towards the ability for the Madressa volunteer workforce to operate seamlessly and for the students of the Madressa to have an environment within which they can excel.

Understanding, operating and developing the ethos of the Madressa in conjunction with the Management Team so that it becomes a centre of excellence where our Islamic values are evidenced in all aspects of Madressa's activities and that this in turn ensures that everybody takes pride in all aspects of the Madressa's work.

Safeguarding management and development of processes and workflows around the Madressa to continue to encourage, enhance and evolve a culture which is in compliance with the Madressa's safeguarding obligations.

To also be involved in the **management** of employees of the Madressa including regular check-ins, development and performance review and also ensuring their welfare and development.

3 Person Specification

- a Desirable to have an individual who has experience of working in a school / educational environment and is aware of the needs of an educational establishment.
- b A good communicator with excellent interpersonal skills and can engage with staff at all levels. Can accept and give feedback on performance and will challenge staff to do the same.
- c A friendly, approachable and non-confrontational manner combined with the ability to be firm.
- d Ability to promote a positive ethos and to role model positive attributes
- e Some experience in working as part of a team including working with a variety of stakeholders and managing expectations.
- f Some experience in setting up systems and processes preferably within an educational setting but not essentially just within education and could be within any setting.
- g Some experience in working under pressure in a client / customer facing role and faced with multiple conflicting deadlines.
- h Awareness of the financial impacts of decision making and some experience in setting and managing budgets.
- i Experience in writing communiques and letters addressing a wide variety.
- j Good 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. This includes the learning of the Madressa's Student Information System.
- k An intermediate user of Ms Office software (i.e. Excel, Outlook, Word) **is essential**.

4 **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 whilst critically analysing and looking for improvements.
- d To cooperate and learn from experienced team members.
- e To proactively seek work and have a flexible approach to 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 and have a can-do attitude.
- 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.
- j To be able to see the bigger picture in all aspects as well as having an eye for detail.
- k To have strong interpersonal skills and to be a friendly face for all.
- l To coach and develop staff and look for opportunities for self-development and training.

5 **General Tasks**

- a To actively engage with the premises team at our rental site and respond to their queries and identify and communicate any issues that may arise.
- b To ensure that each given week the Madressa is running efficiently and is sufficiently resourced and important information has been communicated to all stakeholders.
- c To think strategically about the long-term operations of the Madressa and to ensure that any medium to long-term risks are mitigated and opportunities are acted upon.
- d To keep up to date and create where required consolidated handbook for staff and students containing all SOPs for the Madressa and ensure that this is updated on a periodic basis.

- e To undergo Safeguarding training (up to level 4) and ensure that the Madressa safeguarding procedures and processes are fully aligned with what is required and to engage with external providers and trainers to ensure all staff are kept up to date and to go above and beyond our basic obligations.
- f To review and manage the health & safety requirements of the Madressa.
- g To assist in the management of the Madressa office team and organise staff resources for any given Sunday when Madressa is operating.
- h Manage internal and external communications via email and newsletters.
- i Manage and update Madressa the 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.
- j Create reports and presentations in advance of Madressa events and meetings.
- k Work with the management team to organise and attend all Madressa meetings as and when required.
- l Update working documents on a regular basis.
- m Assist in the management of projects that are run on an annual basis within the organisation.
- n Review new technologies to make internal processes more efficient and to enhance the Madressa's online presence.
- o Provide administrative support where required.
- p Provide support to the SIM treasurer and create finance based reports and assist in managing finance related matters.
- q Liaise with third party organisations / individuals to ensure that deadlines are met for specific functions.
- r Provide on-site support on Sundays during Madressa hours.
- s Work with our IT staff in keeping the Madressa website updated and current.
- t To carry out any other duties as may be reasonably required by the Madressa management team or as directed by line manager(s).