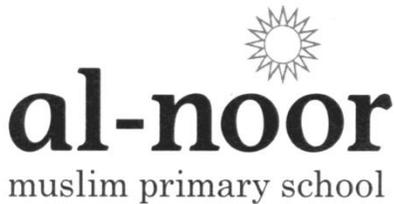


Part-time School Office Administrative Assistant



619-625 Green Lane,
Goodmayes, Ilford,

Essex IG3 9RP

Tel: 020 8597 7576

Fax: 020 8597 9511

Email: enquiries@al-noor.co.uk

Website: www.al-noor.co.uk

Role Purpose: to assist in the day to day running of the school office, ensuring high standards in all aspects of your work.

Hours: 18 hours per week (35 hour week)

Location: school office

Job Description:

Professional Attributes

- An observant Muslim, adherent to the spirit and letter of the Quran and the Sunnah, of which you have a sound knowledge of at least the basics.
- You have excellent Islamic behaviour and character.
- You are a role model for pupils, staff members, parents and the community at large.
- You cultivate and promote love for Islam and Islamic values.
- You are a caring and helpful individual.
- You demonstrate initiative and good time management skills.
- You share the school's aims and values enthusiastically, directing your energy into furthering the school's development.
- You will ensure high standards of service when dealing with parents, teachers, visitors and telephone queries through a positive, friendly, helpful and Islamic manner.

Education and Training

- Some experience of working in an administrative/clerical role.
- Level 2 or higher qualifications in English and Mathematics.
- Preferably an NVQ or similar qualification in Administration/School Administration.

Experience & Skills

- Require excellent IT skills with an experience of Word, excel and outlook. Previous school office experience is essential.
- Ability to meet deadlines and take initiative to work independently or attentively as a part of team.
- Ability to work under pressure and act in response to the unpredicted work load
- High-quality written and oral communication skills with good numeracy and literacy skills.
- Able to communicate with children and staff in a professional manner
- Time management, punctuality and self disciplined with an ability to priorities' own work load is essential
- Flexible with an ability to adopt new developments as required

- Maintain professionalism at all time with a polite nature.

Communication

- Excellent written and spoken English language skills.
- You preferably speak one other community language.

Person Specification

Main Duties and Responsibilities of School Administrative Officer

- The administrative assistant's job role is to assist in the day to day running of the office ensuring high standards in all aspects of her work.
- To provide secretarial, reception and administrative assistance in the school office.
- Ensuring high standards of service when dealing with parents, teachers, visitors and telephone queries through a positive, friendly, professional and Islamic manner.
- Maintaining and continuously striving to improve standards in the office and the school.
- Answering the phone, door and checking telephone messages.
- Checking and dealing with any tasks from the headteacher or office manager and prioritise with these when needed.
- Printing off office paperwork, e.g application forms, sickness forms, order forms etc when needed and ensuring there are always sufficient copies.
- Checking office emails whenever required
- Data logging all telephone calls/correspondence when they are taken in relation to admissions on Fox.
- Writing letters to parents for Holiday requests.
- Responsible for checking Book bag stock, liaising with an office Manager for completing termly resources order form, stock check regularly and ensuring records are complete and updated.
- Chasing parents for 'Absent notes', checking absences emails and registers regularly.
- Participating in meetings at the school, which relate to the admissions process.
- In planning the most effective use of time the following point should be kept in mind that the administrative assistant is employed to carry out the clerical and administrative work of the school.
- Responsible for organising and managing the administrative procedures relating to
- admissions, pupil records and pupil withdrawals.
- Admission committee chair and to arrange interviews for new admissions with the Head teacher

Other Job requirements:

- DBS/CRB certificate essential
- First Aid certificate desirable

The above duties may alter in future in line with the school requirements