



## **Administration Officer**

Job Type: 2 days per week, Thursday & Friday

Salary: £18,525 per annum FTE (pro rata 2 days)

Contract: 52 weeks (term- time option can be discussed)

Closing date for applications: Thursday 14<sup>th</sup> July 2022

Interview week beginning: Monday 18<sup>th</sup> July 2022

Post start date: September 2022

Manchester Muslim Preparatory School is a good school with an outstanding provision for personal development, behaviour and welfare (Ofsted 2018).

This is a great opportunity for someone who has office admin experience or looking to develop their skills further within a primary school reception office.

You will be responsible for general administration, assisting in the delivery of a high level of customer service to parents, clients and visitors and working with others in a team to ensure that high administrative standards are being met at all times.

Your work will be focused on answering a variety of telephone queries, updating records on a BromCom, photocopying, sending correspondence via all platforms to parents, staff and the community, compliance to health and safety standards, collecting, analysing and disseminating information to all concerned, preparing reports, and demonstrating an ease at working under pressure to strict deadline to complete tasks on time.

### **The role:**

- Maintain & Manage Reception area and telephones
- Update and maintain information held within BromCom
- Develop and continually improve systems by embedding a customer service central to the faith
- Ethos of the school, where all team members consider the impact on parents, clients and visitors
- Delivering quality administrative outputs to prevent rework and ensuring compliance to the administration of internal processes operational responsibility.
- Where gaps are identified you will report to your direct line manager where appropriate or use your initiative to take personal ownership to improve processes.



### **Essential**

- Exceptional customer service/engagement.
- Proven administrative / analytical skills.
- Excellent communication skills.
- Higher level of competency of MS office skills

### **Desirable**

- BromCom/SIMs- System Information Management experience.

Other necessary qualities include confidentiality, efficiency and being able to work on your own initiative and under pressure and a willingness to contribute to the continued improvement of our wonderful school.

We offer a positive and thriving school environment, and a great team of staff to work with.

### **How to apply** - information for applicants

If you are interested, please submit a completed application form by visiting the school website <http://www.mmmps.miet.uk/join-us/vacancies/>. and send signed A4 of a written statement (which should outline how you meet the above requirements) to the Headteacher.

Email your application and supporting document to: [pa@mmmps.miet.uk](mailto:pa@mmmps.miet.uk)

Please note CVs alone will NOT be accepted.

### **Safeguarding Recruitment Statement:**

We are fully committed to safeguarding and promoting the welfare of children, younger learners and vulnerable adults and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974.

MMPS checks require prospective employees meet the following requirements;

Provide eligibility to work in the UK and identity documentation

Completion of a satisfactory Enhanced Disclosure and Barring Service (DBS) check.

We retain the right to close the advert before the listed closing date based on application volumes. Please note we will only contact shortlisted applicants