

# Manchester Islamic High School for Girls



<b>Post:</b>	Front desk Receptionist/Admin Assistant
<b>Status:</b>	3 days a week (Wednesday, Thursday & Friday 22/5 hrs )
<b>Weeks</b>	52 weeks, (8.15am – 4.40pm & 8.00 -4.40pm Fridays )
<b>Starting:</b>	As soon as possible

Manchester Islamic High School for Girls is an outstanding independent Muslim Girls secondary school based in Chorlton, Manchester. We are looking to appoint a Receptionist/Assistant Secretary to provide a professional, efficient reception and administration service for the school.

The post is a part time appointment to work three days to commence as soon as possible, this could become a permanent role after an initial probationary period.

It is essential that the successful candidate is respectful of the faith ethos of the school; demonstrates clear and concise written and verbal communication and inter-personal skills. You will be required to be a competent user of the Microsoft Office suite of packages and databases and also have proven experience in office administration.

You must be able to organise your own time effectively when working under pressure. Duties will include to inputting and preparing data on the schools' SIMS package to generate pupil reports and mail merged documents. A comprehensive list of responsibilities can be found on the job description.

You will be the first point of contact for both telephone and face to face enquiries where you will be expected to respond promptly and politely and to ensure security and safeguarding arrangements are always complied with. At least one year previous experience in an administration role is required alongside a positive and proactive approach to supporting the public, colleagues and students by providing a friendly and efficient reception service.

The ability to prioritise your workload under pressure and be self-motivated with high standards would be essential. You will pride yourself on attention to detail, be a competent communicator and be effective when using a variety of communication mediums. The post holder should have an Administration, or IT related qualification and a minimum of grade C in GCSE English.

In return you will have the opportunity to work within a small administration team at a high achieving independent girls high school with fantastic transport links and on-site parking.

Manchester Islamic High School for Girls has its own salary scale, and the full time starting salary is £15,268 - £16,009, (actual pro rata for 3 days; £9160 - £9605) according to qualifications, skills and experience. If you have previous experience of providing excellent customer service, excellent IT skills and can remain calm under pressure, we would love to hear from you!

## **Safeguarding Recruitment Statement:**

Manchester Islamic High School for Girls committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This appointment is subject to the satisfactory completion of all pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) Check and Secretary of State Prohibition Order check.

Please see the vacancies page on our website [www.mihsg.org.uk](http://www.mihsg.org.uk) for further information including a job profile and application form. CVs alone will not be accepted and only completed applications will be considered.

Please email completed applications and/or enquiries to :Headteachers PA Yasmeen Khan [pa@mihsg.co.uk](mailto:pa@mihsg.co.uk).

Manchester Islamic High School for Girls

55 High Lane

Chorlton

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