** ADMINISTRATOR**

JOB DESCRIPTION

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| **JOB TITLE** | Deputy Superintendent (Administration) | JOB # | MWF/ GBCI-0002 |
| **REPORTS TO** | Board of Governors | SALARY | 50,000 PKR per Month |

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| **PURPOSE OF JOB** |
| We are actively seeking a dedicated and compassionate individual to join our team as the Deputy Superintendent of Administration at our Girls Boarding & Care Institute. The primary objective of this role is to oversee and ensure the seamless and efficient operation of administrative functions within our boarding house, maintaining a secure, supportive, and nurturing environment for the residents under our care. As a key member of our leadership team, you will play a crucial role in ensuring the efficient operation of administrative tasks while contributing to the overall well-being and development of the girls. |
| **DUTIES & RESPONSIBILITIES** |
| As an Administration Manager in the Girls Boarding & Care Institute, you will be responsible for a range of duties covering various critical areas. Your comprehensive responsibilities include:**Organizational Management:*** Oversee day-to-day administrative operations, including record-keeping, document management, and data analysis.
* Collaborate with the Superintendent to develop and implement organizational policies and procedures.

**Facility Administration:*** Manage the maintenance, cleanliness, and safety of the facility to provide a secure and comfortable environment for the residents.
* Coordinate with relevant departments to ensure optimal resource utilization.

**Staff Coordination:*** Work closely with administrative staff to ensure smooth workflow and effective communication.
* Collaborate with HR to manage administrative personnel, including recruitment, training, and performance evaluations.

**Regulatory Compliance:*** Stay informed and ensure adherence to all regulations and guidelines related to childcare facilities.
* Work with regulatory bodies to maintain compliance and address any necessary improvements.

**Financial Management:*** Assist in budget development and financial planning for administrative needs.
* Monitor expenses, review financial reports, and provide recommendations for cost-effective solutions.

**Communication and Reporting:*** Facilitate effective communication within the administrative team and with other departments.
* Prepare regular reports for the Superintendent, highlighting key administrative metrics and accomplishments.
* Monitor and record keep and follow up with all information related to resident's upbringing, day-to-day operations, training, safeguarding.

**Additional Responsibilities:*** **Record Keeping:**

Maintain accurate records related to girls in the hostel, staff attendance, financial transactions, and other pertinent documentation.* **Security and Safety:**

Implement and monitor security measures to safeguard the well-being of both girls and staff within the hostel premises.* **Collaboration with Other Departments:**

Coordinate with various departments, including education, healthcare, and recreational activities, fostering a holistic development approach for the girls.* **Policy Implementation:**

Enforce policies and procedures established by MWF and regulatory authorities, ensuring compliance with legal requirements and ethical standards.* **Crisis Management:**

Be prepared to handle emergency situations and crises, practicing drills and procedures in response to natural disasters, accidents, or health emergencies.* **Training and Development:**

Assist the Chief Superintendent in providing training and professional development opportunities for staff to enhance their skills and knowledge in childcare and administration.* **HR Matters:**

You will play a key role in overseeing attendance and ensuring the smooth functioning of shifts. Your contribution in these areas is crucial to maintaining operational continuity and effective staffing within the organization. |
| **PERSONAL SPECIFICATIONS** |
| **QUALIFICATIONS:** * Fully qualified with SSC/GCSE, Intermediate/A levels.
* Undergraduate degree in social work, business administration, or a related field.
* Postgraduate qualifications advantageous.
* Advanced knowledge of Islamic Religious values advantageous.

**EXPERIENCE:** * A minimum of 3 years of proven experience in administrative roles, preferably within orphanages or social services.
* Familiarity with international curricula and boarding standards.

**SKILLS:*** **Strong Organizational Skills**: Ability to effectively organize and prioritize tasks, ensuring the efficient operation of administrative functions within the boarding house.
* **Meticulous Attention to Detail**: Demonstrates accuracy and thoroughness in administrative tasks, maintaining precise records and documentation.
* **Exceptional Communication Skills**: Proficient in verbal and written communication, with the ability to convey information clearly and effectively to team members and external stakeholders.
* **Interpersonal Abilities**: Capable of building and maintaining positive relationships with colleagues and stakeholders, fostering a collaborative and supportive work environment.
* **Leadership Qualities**: Exhibits leadership traits such as decisiveness, integrity, and the ability to motivate and inspire others to achieve common goals.
* **Collaboration Skills**: Works effectively as part of a team, promoting cooperation and teamwork to achieve objectives.
* **Regulatory Knowledge**: Familiarity with regulatory requirements and standards for childcare facilities, ensuring compliance and upholding high standards of care and safety.

**COMMITMENT TO BOARDING STANDARDS:*** Full, seven-day 24/7 boarding institute with all children boarding.
* Staff may reside on-site or close to the school.
* All academic staff fully participate in boarding, including evening and weekend duties and residential visits.
* Essential passion for educating the whole child.

**ENGLISH LANGUAGE ABILITY:** * Language of instruction and inclusion: English.
* Fluency in spoken and written English is required for appointment.
* Candidates can demonstrate English proficiency through various means: IELTS score of 6 or higher or TOEFL score or equivalent.
* Certification from an English language course recognized by the institution or organization.

**DIGITAL TECHNOLOGY:** Candidates are expected to showcase adeptness in navigating a range of digital tools integral to modern educational environments. Proficiency should extend beyond basic usage to encompass advanced functionalities and creative application. Additional software skills may encompass:* **Word Processing**: Advanced knowledge of word processing software such as Microsoft Word or Google Docs for creating documents, lesson plans, and educational materials.
* **Presentation Software**: Advanced knowledge in creating visually engaging presentations using software like Microsoft PowerPoint or Google Slides to effectively convey educational content.
* **Online Meeting Platforms**: Ability to efficiently utilize online meeting platforms like Zoom, Microsoft Teams, or Google Meet for conducting virtual classes, staff meetings, and collaborative sessions.
* **Spreadsheet Software**: Advanced knowledge in spreadsheet software such as Microsoft Excel or Google Sheets for organizing data, tracking student progress, and performing various administrative tasks.

**MEICAL CONDITION:** Candidates must be free from any medical conditions that could compromise child safeguarding protocols or impede the fulfillment of their roles and responsibilities.**COMMITMENT TO HOLISTIC EDUCATION:** Learning is designed to occur in various settings, encompassing both internal and external schooling environments such as classrooms and outdoor spaces. The role necessitates educational leadership that thrives in diverse contexts. Effective time and shift management are essential for maintaining a healthy work-life balance in the demanding 24/7 supervisory responsibilities.In addition, the Deputy Superintendent (Administration) will demonstrate exemplary:* Demonstrated engagement in pertinent and rigorous professional development activities.
* Exemplary professionalism and a strong commitment to the well-being of children.
* Ability to serve as a compelling ambassador for the institute.
* Understanding of the swiftly evolving international educational landscape.
* Possession of commercial awareness and business acumen.
* Proficiency in organizational, administrative, and IT competencies.
* Adherence to a culture of respect for all community members, irrespective of their position, gender, age, or ethnicity.
* Previous experience working with children for whom English is not their first language.
* Adoption of a positive, resilient, and solution-oriented approach to professional challenges.
* Flexibility and willingness to contribute across various tasks and areas as required.
* Dedication to safeguarding and promoting the welfare of children and young individuals.
* A clean criminal record, confirmed through the International Child Protection Check and other relevant checks from countries of residence/work, with no concerns regarding suitability to work with children.
* Candidate will be provided with details regarding holidays, weekly offs, and benefits upon receiving a job offer.

**MWF'S POLICY AND PROCEDURE:** MWF is dedicated to safeguarding and promoting the welfare of children. The candidate must actively adhere to all MWF policies and procedures, including Equal Opportunities, Safer Recruitment, and Child Protection. They will also maintain awareness and compliance with Fire and Health & Safety Regulations.Should duties and responsibilities evolve over time, the job description will undergo review and amendments in consultation with the incumbent. The candidate will undertake any other tasks within the scope, spirit, and purpose of this job description as requested by the line manager or the Governance Board. |

*Education is ever-changing and all staff are expected to participate constructively in institute activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.*



