

NWSS Cheder Administrator Job Description

Start Date: August 2019

Salary: £5010

Contract: Permanent, 12 hours per week (*4 of which will be Sunday mornings at NWSS*) 45 weeks per year. *Variation may be negotiated for a suitable candidate.*

The role of Cheder Administrator is a varied one. It comprises some tasks that are completed weekly, some monthly, some termly and some annually. The role includes both 'front of house' work on Sunday mornings at NWSS and a few hours in the week doing 'behind the scenes' work, the majority of which could be done from home. You will need to be computer literate. Many of the tasks listed would ordinarily be carried out with guidance from the Cheder Headteacher, however in the absence of a Headteacher, the Cheder Management Team will support. Full training will be given.

Key Sunday morning responsibilities include:

- Greeting parents and students
- Registering students and staff as they arrive
- Being responsible for the First Aid requirements (training will be provided to keep the Administrator's First Aid certificate up to date)
- Cash Handling
- Organising snack-break
- Assisting with emergency scenarios, such as fire evacuations, lock downs etc
- Taking minutes at Cheder whole staff team meetings (approx. termly, currently a 'breakfast meeting')

Key 'behind the scenes' work will include:

- Communicating with staff and parents
- Photocopying forms/resources
- Ordering resources/inventory control as directed by teaching staff
- Collating student data
- Ensuring staff paperwork is complete & up-to-date and liaising with the Designated Safeguarding Lead about DBS checks
- Diary management
- Liaising with other teams/stakeholders regarding special events & festivals
- Keeping track of the budget and expenses
- Attending and taking minutes at Cheder Management Team meetings (approx. fortnightly during day time)
- Ensuring adequate snack supplies are maintained week-to-week
- Understanding the synagogue's responsibility in relation to safeguarding children and attending safeguarding training at least once a year
- Liaising with NWSS Safeguarding to coordinate annual safeguarding training for Cheder staff
- Providing support for the Cheder Management Team/Headteacher as required

Key personal traits which are essential for this role:

- Positivity
- Calm under pressure
- Patience
- Ability to manage time effectively
- Willing to help others
- Enjoy working with both children and adults

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff to share this commitment.

Appointment will be subject to a satisfactory enhanced DBS check and references.