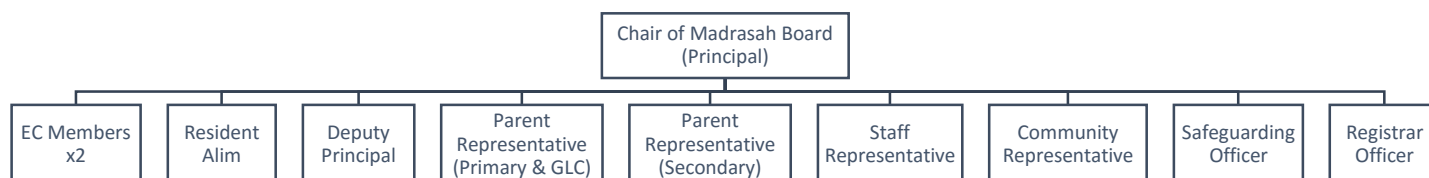


## **The Muhammadi Madrasah Board**

The Muhammadi Madrasah Board is responsible for ensuring the Madrasah operates effectively, maintaining high standards of education and ensuring appropriate representation of the Madrasah within the Community.

The structure of the Board is as shown below:



The following positions are currently available for the formation of the Madrasah Board:

Community Representative

Parent Representative (Primary & GLC)

Parent Representative (Secondary)

Staff Representative

Registrar Officer (paid role)

Please see attached the role descriptions for each available position.

The deadline to register your interest in the roles is 27<sup>th</sup> November 2016.

For more information or to tender your interest in the position, please email [faiza@mawji.net](mailto:faiza@mawji.net)

### **Community Representative (CR)**

The Community Representative will aim to represent the community to ensure that the Madrasah remains an integral element of the community. Examples of this will be proactively providing suggestions on how Madrasah can integrate or actively participate in community activities that will enhance the Madrasah experience.

The CR will *ideally* have no current formal involvement within the Madrasah. However it would be beneficial if the individual would have some knowledge of the/a Madrasah structure even if it is not from within Birmingham.

The CR as all other board members, will be expected to meet once in 3 months at a minimum but expect this to be more frequent during the first 6 months.

After the deadline, the appointment of the CR will be made by the current members of the board.

For more information or to tender your interest in the position, please email [faiza@mawji.net](mailto:faiza@mawji.net)

### **Parent Representatives (PR)**

The Madrasah Board is looking to recruit two Parent Representatives as part of the board: Primary & GLC Representative, Secondary Representative

The Parent Representatives will aim to represent the parents/guardians of the students of Muhammadi Madrasah. This will provide the Madrasah Board with a viewpoint from within the Madrasah and ensure that the Madrasah is aware of and can commit to providing to the needs of both parents/guardians and students of the Madrasah.

The PRs must have at least one child within the Madrasah in the section that they will represent (i.e a parent/guardian of a Primary student can only apply for the PR Primary & GLC role and a parent/guardian of a Secondary student can only apply for the PR Secondary role. In the case that the parent has a child in each section, they may be eligible to apply for either role). It would be beneficial to the role to have some knowledge of the/a Madrasah structure even if it is not from within Birmingham.

The PRs as all other board members, will be expected to meet once in 3 months at a minimum but expect this to be more frequent during the first 6 months.

### **Nomination & Election Process**

#### **27<sup>th</sup> November: Deadline for nominations.**

Parents/guardians can self-nominate themselves by emailing [faiza@mawji.net](mailto:faiza@mawji.net).

#### **30<sup>th</sup> November: Nominations announced.**

All nominations will be announced via Madrasah email to parents.

#### **11<sup>th</sup> December: Voting Day.**

Voting will be open from 10am – 1030am in the Imambarghah.

Votes will be allocated as **one vote per family** for students of Madrasah only, per position.

For more information or to tender your interest in the position, please email [faiza@mawji.net](mailto:faiza@mawji.net)

## **Staff Representative (SR)**

The Madrasah Board is looking to recruit a Staff Representative as part of the board.

The Staff Representative will aim to represent the staff of Muhammadi Madrasah. This will provide the Madrasah Board with a viewpoint from within the Madrasah and ensure that the Madrasah is aware of and can commit to providing to the needs of Madrasah Staff.

The SR would *ideally* be committed to being a staff member of Muhammadi Madrasah for 1 full year from appointment, and it would be necessary for them to be an existing staff member for at least 6 months before application for the role. It would be vital to the role to have some knowledge of the/a Madrasah structure even if it is not from within Birmingham. The SR can be a member of teaching or non-teaching staff.

The SR as all other board members, will be expected to meet once in 3 months at a minimum but expect this to be more frequent during the first 6 months.

### **Nomination & Election Process**

**27<sup>th</sup> November: Deadline for nominations.**

Staff can self-nominate themselves by emailing [faiza@mawji.net](mailto:faiza@mawji.net)

**30<sup>th</sup> November: Nominations announced.**

All nominations will be announced via Madrasah email to staff.

**11<sup>th</sup> December: Voting Day.** Voting will be open from 1130am – 1230pm in the Imambarghah. Votes will be allocated as **one vote per staff member**.

For more information or to tender your interest in the position, please email [faiza@mawji.net](mailto:faiza@mawji.net)

### **Madrasah Registrar**

Working Schedule: minimum 4 hours per week term-time as per staff year planner

Responsible to: Muhammadi Madrasah Principal

Post Objective: Responsible for maintaining all student and staff records (OpenSchool System Administrator). S/he will also be responsible for Madrasah finance administration (fee collection, petty cash bookkeeping and Madrasah budgets) whilst working closely with the Principal to ensure that top-level administrative duties are up-to-date, effective and efficient.

Duties and Responsibilities:

- Attendance to Madrasah will be required.
- To maintain all student and staff records using the OpenSchool system (training will be provided).
- To maintain an honest, clear and accountable record of all finance bookkeeping (including fee collections, expenses, payments etc)
- Manage/submit some orders for equipment, resources and other items.
- Provide fortnightly reports to the Head of Admin regarding absences and lateness of students.
- Provide monthly reports to the Principal with summaries, including but not limited to, student absences/lateness and income and expenses.
- To take minutes of the Muhammadi Madrasah management meetings and Madrasah Board meetings.
- To work actively in contributing to the provision of a safe, happy and Islamic environment for the students, staff and visitors of the Madrasah.
- To complete the Educare programme as required by Madrasah of all staff.

To apply for the role of the Registrar Officer, please submit your CV and cover letter to [faiza@mawji.net](mailto:faiza@mawji.net) by the 4<sup>th</sup> of December 2016.