



Job Description: Education Administrator

Reports to: Director of Education

Liaises with: Rabbinic team, Council Member(s) with Education Portfolio(s), Education Committee members, teachers, *madrichim* and mentors and with other NNLS professional team members as appropriate.

The current NNLS education team organisational structure is attached at **Appendix 1**.

Hours: 17-20 hours per week (worked flexibly across the week, but must include, Wednesday evenings during term-time and occasional evening meetings such as Education Committee meetings, some Sunday mornings, parent information meetings

Holidays: 4 weeks per annum (rising to 5 after 5 years' service) plus public and Bank Holidays pro rata, and Jewish holidays when they fall on week-days. Preference for holidays to be taken outside term time.

Salary: £25,000 - 28,000 per annum pro rata (commensurate with experience)

About New North London Synagogue:

New North London Synagogue (NNLS) is a thriving Masorti community in North London with a membership of 3,200. It is the largest Masorti synagogue in the UK, and one of the leading congregations of any denomination in the country. Based at its purpose-built premises in Finchley, NNLS sits at the cutting edge of contemporary Jewish life, constantly striving to develop and enhance Judaism for its members, and sharing its values and ideas with wider society.

Young People at NNLS:

NNLS has over 1,000 young members aged under 21, numbering between 50 and 70 children in every school year-group. The Synagogue runs a wide range of educational and social programmes for young people, and employs approximately 20 part-time teaching staff and 40 *madrichim*. A list of the current extensive education and youth provision is attached at **Appendix 2**.

Purpose of the Role:

We require an excellent administrator to support the Director and Assistant Director of Education to deliver all NNLS educational and youth provision. We are seeking a highly organised, exceptional administrator with outstanding communication skills who is prepared to work collaboratively to contribute to our dynamic and growing team. The candidate needs to demonstrate strong interpersonal and communication skills, and be prepared to work in full alignment with the principles and values of NNLS and Masorti Judaism.

Job specification:

Key Tasks:

- Carry out all administrative tasks required to deliver our Sunday *Cheder* and mid-week *Haderech* education provision (including registration procedures, ordering and preparation of educational resources, process all new enrolments and residential applications) and provide administrative support to teachers and *madrichim* as required
- Manage catering orders required for all educational provision
- Work with the Director and Assistant Director on communications and publicity content for all educational provision (including letters, newsletters and feedback) and circulate all such communications to parents, teachers and other relevant stakeholders
- Maintain and develop the Education Department's section of the NNLS database
- Manage the b'nei mitzvah date setting process, in collaboration with the Director of Education, rabbinic team and key lay leadership
- Support the Education Department and b'nei mitzvah families in the months leading up to each child's bar/bat mitzvah (including coordinating rehearsals and rabbinic meetings, communicating with family liaisons to ensure all b'nei mitzvah check-lists are complete)
- Implement logistics relating to safeguarding and health and safety issues (including maintaining DBS checks register, first aiders register and emergency procedures training and drills)
- Attend Wednesday evening *Haderech* sessions to manage the welcome and registration desk and trouble-shoot throughout each session; and attend occasional residential and weekend events to provide logistical back-up as required. Attend some Sunday Cheder sessions as required
- In collaboration with the Director and Assistant Director of Education, evaluate processes and procedures associated with all existing provision, bring new ideas to the education team and introduce and implement system change as appropriate

Person specification:

Essential:

- Well organised, efficient and able to work under pressure
- Flexible in approach to manner of work, and to working occasional varied hours
- Excellent communication skills behaving at all times in a professional, courteous, safe and ethical manner
- Creative, nurturing and energetic personality, and a willingness to work with families, teachers, *madrichim* and children of all ages
- Strong IT skills (including Word, Outlook and Excel) and some database proficiency
- Real respect for confidentiality and diplomacy
- Proactive and self-motivated, and strong initiative
- Ability to multi-task, and acute attention to detail
- Prepared to undertake a wide range of tasks and work as an integral part of the team
- Some knowledge of the Jewish life-cycle (particularly surrounding bar/bat mitzvah), and the workings of synagogue communities



Desirable:

- Experience of working as an administrator
- Knowledge of safeguarding and other relevant health and safety issues

We are committed to safeguarding and promoting the welfare of children. Successful candidates will be subject to an enhanced DBS check.

Interested candidates are welcome to contact Niki Jackson to find out more about the position. Tel: 0203 182 0114

Applications to be submitted by full CV and cover letter to Niki Jackson at nikijackson@nls-masorti.org.uk by Wednesday 2nd January 2019 and interviews will take place during the week of the 7th January 2019.