



Position Title: Office Admin (In-Person) - 'Aisha Academy Canada

Department: National Department of Ta'lim

Immediate Supervisor: Principal, 'Aisha Academy Canada

No. of Positions: One

POSITION OVERVIEW

'Aisha Academy provides Islamic and academic education by qualified professional Ahmadi teachers to women and girls. 'Aisha Academy Canada, is looking for qualified and experienced office admin who is able to perform a wide variety of clerical duties, commute to the Peace Village area, and can speak, read and write fluently in English and Urdu. Office Admin will play a pivotal role in coordinating and facilitating the execution of the classes at 'Aisha Academy and Girls' Hifzul Qur'an School Canada. This position requires a detail-oriented individual with exceptional organizational skills, strong communication abilities, and a commitment to supporting educational initiatives. The successful candidate will work under the supervision of the Principal to ensure efficient administration and communication among instructors, students, and parents.

RESPONSIBILITIES

- Organize and manage the schedules for classes, ensuring timely coordination between instructors, students, and staff.
- Act as a primary point of contact for instructors, students, and parents, providing timely and clear communication regarding class schedules, updates, and any relevant information.
- Provide technical assistance to instructors and students, ensuring smooth access to online platforms and troubleshooting any issues that may arise during classes.
- Maintain accurate records of student attendance, performance, and other administrative data, utilizing appropriate tools.
- Track student and staff attendance, verify doctors' notes and investigate any discrepancies in attendance information.
- Track staff leave requests, coordinate substitute personnel for absent staff members, keep accurate staff attendance records and submit reports as required.
- Assist in managing necessary educational materials, ensuring that instructors and students have access to required resources.
- Collaborate with other administrative staff members to enhance the efficiency of operational processes and provide support for any additional administrative tasks as needed.
- Answer incoming calls, provide information, direct calls where necessary. Take messages, greet visitors, handle inquiries and direct visitors to the appropriate destination.
- Read, sort and distribute incoming school mail.
- Gather and collate information to prepare data-related reports, prepare and distribute appropriate communications including newsletters, emails and announcements.
- Prepare a variety of documents including correspondence, agendas, event programs, reports, schedules, and calendars.
- Schedule and confirm appointments for staff members, maintain appointment and event calendars, schedule and coordinate in-person and online meetings and events.
- Coordinate and monitor safety procedures for the purpose of ensuring safety of students and

staff.

- Compose and distribute minutes of meetings.
- Meet with new students and parents to complete registration and orientation process, provide school-specific administrative support processes such as student services, locker assignments, activity forms.
- Support the Principal in all administrative tasks, ensuring efficient operations and assisting with various assignments to maintain a well-organized office environment.
- Assist in planning and organizing events including providing support during the events.

QUALIFICATIONS:

- High School Diploma, College Diploma or equivalent with a minimum of 1 to 2 years of admin experience (*preferably in an academic environment*) is required.
- Excellent written and verbal communication skills and phone manners.
- Demonstrate understanding of the Nizam-e-Jama'at (*organizational structure*) and knowledge of Islam Ahmadiyyat. Candidates should be in good standing within the Jama'at and in commitment to our religious principles.
- Proficient computer literacy skills such as Microsoft Office, Google Workspace, Canva and other productivity tools, including experience with any educational software.
- Demonstrated commitment to ongoing professional development to stay up-to-date with educational best practices and trends.
- Knowledge of local education regulations and compliance requirements.
- Demonstrate proficiency in the English language, with exceptional written, verbal, and interpersonal communication skills, enabling effective interaction with students, parents, and staff members. Proficiency in Urdu Language can be an asset but not required.
- In-depth knowledge of teaching methods and legal educational procedures.
- Well-organized with excellent leadership abilities.
- Exceptional interpersonal and presentation skills.

FURTHER DETAILS ABOUT THE ROLE:

- Check and respond to emails multiple times during the day, communicate the inquiries by parents to teachers or the Principal and convey their messages back to the parents, hence maintain communication with all stakeholders without any interruption or delay.
- Update records for fees continuously, help parents/students pay fees by providing step by step guidance, both in-person and remote.
- Make calls for fee reminders, as well as send out emails for fee reminders to those that are not reachable over the phone.
- Maintain the waiting list for next academic year.
- Assist the Principal in editing, printing, mailing/delivering report cards.
- Coordinate with staff to schedule staff meetings, record meeting minutes during staff meetings, finalize, and distribute promptly.
- Compiling reports for the National Tal'im Department.
- Preparing a timesheet for supply teachers.
- Has knowledge of safe work practices and safe work procedures.
- Participate in the Academy's Occupational Health & Safety Committee.

When applying for the position, please include the following:

- ☐ [Employment Application Form](#) (Click '[here](#)' to get the Form)
- ☐ Resume and Cover Letter
- ☐ Names and contact information of at least two recent professional references and one personal reference.

☐ **Vulnerable Sector Check (VSC) is required for this position.** *(This can be submitted within 4 weeks of confirmation of the employment offer).*

Interested Candidates can apply with confidence and a Spirit of Waqf by sending their resume to apply@aishaacademy.ca.

Job Type: Full-time

Schedule: Monday to Friday

Work Location: In-person

Ability to commute/relocate: Peace Village, Maple, ON: reliably commute or plan to relocate before starting work (required)

Start Date: This position is set to start **ASAP**.

Please note: Only those selected for an interview will be contacted. Interviews will be conducted on a rolling basis as applications of qualified candidates are received.

For further information, please contact: board.chair@aishaacademy.ca