

JOB TITLE: **Administrative Director**
REPORTS TO: Board of Directors
LOCATION: Central
CORE FUNCTION: To develop, implement and enforce administrative policies and procedures at all Andalus branches.

REQUIREMENTS

Prerequisite: A partner of Pusat Pendidikan Andalus

1. **Practical Skills:** Analytical and planning abilities, proficiency in MS Office applications, strong leadership skills
2. **Behavioural Skills:** Interpersonal skills, hands-on approach

MAIN RESPONSIBILITIES

To establish & maintain the following:

- a. Effective management system of all branches
- b. Effective communication system (through mail, memo, fax, e-mail, phone)
- c. Manual and computerized filing system
- d. Student and staff database
- e. Donation and sponsorship schemes
- f. Procedure on relations with parents and guardians
- g. Feedback procedure (with staff, students, parents/guardians)

JOB TITLE: **Instructional Program Director**
REPORTS TO: Board of Directors
LOCATION: Central
CORE FUNCTION: To design and develop the curriculum and co-curriculum which meet the needs of the customers.

REQUIREMENTS

Prerequisite: A partner of Pusat Pendidikan Andalus

1. **Practical Skills:** Analytical and planning abilities, proficiency in MS Office applications, strong leadership skills
2. **Behavioural Skills:** Interpersonal skills, hands-on approach

MAIN RESPONSIBILITIES

To establish & maintain the following:

- a. Curriculum, syllabi, modules and educational resources
- b. Observation system on all aspects of education and teaching
- c. School calendar
- d. Assessment system
- e. Co-curricular activities

JOB TITLE: **Financial Controller**
REPORTS TO: Board of Directors
LOCATION: Central
CORE FUNCTION: To establish and manage the financial function of Pusat Pendidikan Andalas

REQUIREMENTS

Prerequisite: A partner of Pusat Pendidikan Andalas

1. Practical Skills: Knowledge of computerized accounting, technically competent, strong initiative, analytical and planning abilities, strong leadership skills
2. Behavioural Skills: Interpersonal skills, hands-on approach

MAIN RESPONSIBILITIES

To establish & maintain the following:

- a. Computerized financial records of all branches
- b. Effective fee collection system
- c. Effective payment system
- d. Quarter, semi-annual, annual financial reports and budget
- e. Effective banking system
- f. Equitable salary scale, CPF and bonus system for academic and non-academic staff
- g. Report on medisave, personal tax and CPF
- h. Purchase of equipment above the price stated by the Pusat Pendidikan Andalas

JOB TITLE: **Human Resource and Training Director**
REPORTS TO: Board of Directors
LOCATION: Central
CORE FUNCTION: To handle the full spectrum of human resource function.

REQUIREMENTS

Prerequisite: A partner of Pusat Pendidikan Andalus

1. Practical Skills: Excellent communication skills, strong leadership skills, proficiency in MS Office applications, analytical and planning ability
2. Behavioural Skills: Ability to interact with people of all levels, good interpersonal skills

MAIN RESPONSIBILITIES

To develop, implement and enforce Andalus' human resource procedures and policies:

- a. Work policy and job specification
- b. Training policy for all staff
- c. Performance evaluation system for all staff
- d. Review and manpower planning

JOB TITLE: **Training Administrator**
REPORTS TO: Human Resource and Training Director
LOCATION: Branch (Tampines)
CORE FUNCTION: To co-ordinate training activities at all branches

REQUIREMENTS

1. Knowledge: GCE 'O' level, experience in administrative duties
2. Practical Skills: Computer literate
3. Behavioural Skills: Interpersonal skills, pleasant personality

MAIN RESPONSIBILITIES

- General Duty: To implement the training programmes for the organisation
- a. Monitor and track the progress of the training plan
 - b. Co-ordinate the staff training schedule for all branches
 - c. Liase with SDF on grant application

JOB TITLE: **Production and Marketing Director**
REPORTS TO: Board of Directors
LOCATION: Central
CORE FUNCTION: To establish and manage the production and marketing function of Andalus

REQUIREMENTS

Prerequisite: A partner of Pusat Pendidikan Andalus

1. **Practical Skills:** Knowledge in marketing, analytical and planning abilities, proficiency in MS Office applications, effective co-ordination skills, strong leadership skills
2. **Behavioural Skills:** Interpersonal skills, hands-on approach

MAIN RESPONSIBILITIES

To develop and handle the management of:

- a. Printing, distribution and sale of books (text, workbook and other educational resources)
- b. Manufacture & sale of uniforms
- c. Office renovation
- d. Purchase of stationery
- e. Advertising and promotion
- f. Liaise with suppliers
- g. Implement all marketing activities

JOB TITLE: **Branch Manager (Principal)**
REPORTS TO: Board of Directors
LOCATION: Andalus Branch
CORE FUNCTION: To be responsible for the effective operations of the branch

REQUIREMENTS

1. Knowledge: Degree in Islamic Studies (exception may be made by LPA)
2. Practical Skills: Leadership skills, independent, ability to handle multiple tasks, strong initiative and planning skills, Microsoft Office skills
3. Behavioural Skills: Interpersonal skills, supervisory skills, hands-on approach, strong willingness to learn

MAIN RESPONSIBILITIES

- General duties : To give full co-operation to the board of directors
To be responsible for the efficient daily operation of the branch
To utilize the resources at the branch productively
- a. Administrative duties : To recruit staff for the branch
To maintain and uphold the policies as stated in the handbook
To prepare payroll summary for permanent staff
To prepare the monthly and yearly financial reports and annual budget
To prepare and assess the action plans on a monthly and yearly basis
To chair staff monthly meeting
- b. Leadership : To organize induction programme for all new staff
To conduct staff performance appraisal
To conduct lesson observations for academic staff
To maintain staff discipline
To inculcate Islamic work ethics and maintain high morale among staff
To manage efficient communication channels in the branch
To manage staff welfare

- c. Academic : To create a conducive learning environment
To plan and ensure effective execution of curriculum and co-curriculum
To plan programme curriculum, syllabus, lesson plan and time-table
To track utilization of classes at the branch
To plan and manage examination procedures and vet examination papers
To manage Andalus student welfare services

JOB TITLE: Senior Teacher
REPORTS TO: Branch Manager (Principal)
LOCATION: Andalus Branch
CORE FUNCTION: To assist the Branch Manager in the operations of the Branch

REQUIREMENTS

1. Knowledge: Thanawi ‘Aali
2. Practical Skills: leadership skills, independent, ability to handle multiple tasks, Microsoft Office skills
3. Behavioural Skills: Interpersonal skills, supervisory skills, hands-on approach, strong willingness to learn

MAIN RESPONSIBILITIES

- General duties : To give full co-operation to the Branch Manager
To assist the branch manager in conducting an efficient daily operation of the branch
- a. Administrative duties : To assist branch manager in implementing and enforcing the policies as stated in the handbook
To assist branch manager in preparing relevant reports
- b. Academic : To assist the branch manager in sourcing for part-time teachers and new teachers
To assist the branch manager in the implementation of the curriculum and the co-curriculum, for example:
- ◆ plan new programmes
 - ◆ allocate teachers’ timetable
 - ◆ monitor teachers’ record books
 - ◆ monitor teachers’ attendance
 - ◆ vet examination paper
- c. Others : To cover the branch manager’s duties, in his absence

JOB TITLE: **Teacher**
REPORTS TO: Branch Manager (Principal)
LOCATION: Andalus Branch
CORE FUNCTION: To carry out the academic-related duties at the branch

REQUIREMENTS

1. Knowledge: Minimum requirement: Thanawi 4
2. Practical Skills: Teaching skills, classroom management skills, initiative
3. Behavioural Skills: strong interpersonal skills, creative, pleasant personality

MAIN RESPONSIBILITIES

- General duties : To conduct curricular and co-curricular activities
To conduct educational assessment
To carry out educational administration
- a. Administrative duties : To assist the senior teacher and branch manager in drafting and disseminating notices to students and parents
To assist in fee collection (the rule of thumb is that teachers do not collect fees; however sometimes, students may give it to teachers, who would then pass it to the administrative officer)
To attend the monthly staff meeting
- b. Academic : To prepare lesson plans
To prepare or source appropriate teaching aids that would enhance lessons
To take and monitor students' attendance
To assist Programme Heads in preparing examination papers and processing examination results
To assist in organizing and implementing of co-curricular activities

Program Head (previously known as Head of Department)

The Program Head will carry out the duties above. In addition, he will undertake the following duties:

- ◆ monitor the effectiveness of the educational program
- ◆ attend the Program Head meetings
- ◆ assist the Senior teacher in checking attendance files
- ◆ prepare and monitor examination papers

Program Heads Coordinator

Each Program Heads Coordinator coordinates the program development of a specific program.

JOB TITLE: Administrative Clerk
REPORTS TO: Branch Manager
LOCATION: Andalus Branch
CORE FUNCTION: To carry out administrative duties of the branch

REQUIREMENTS

1. Knowledge: Min. req'mt.:GCE 'O' level, typing skill of 35 wpm, working knowledge of Microsoft Word and Excel, preferably with experience in administrative duties
2. Practical Skills: Knowledge of filling and minute-taking, ability to handle multiple tasks, ability to prioritise work
3. Behavioural Skills: Good communications skills, strong interpersonal skills, good telephone handling techniques, pleasant personality

MAIN RESPONSIBILITIES

- General duties : Assist manager in registration
Assist manager in fee collection
Maintain attendance files
Maintain a complete set of administrative files
Attend to mail
Maintain petty cash
Attend to quotations & purchases
Attend to printing matters
Attend to sale of books/uniforms/food & drinks
Attend to GIRO matters
Attend to customers (in person, through phone or e-mail)
Ensure the cleanliness of the branch
- a. Registration : Collect registration fees
Maintain and act upon waiting list file
Prepare for new classes (inform students, prepare attendance files and enter students' data into system)
Process transfer of students to different classes
- b. Fee Collection : Collect tuition fees
Update students account daily
Send notice for fee collection
Issue reminder for late payment
Update tuition fee card for adult students monthly

- c. Attendance Files : Check and update attendance files monthly
Confirm student's withdrawal (check with parent or student)
Update student record
- d. Mail : Check mail/e-mail daily
Handle mail addressed to branch
Maintain confidentiality of information received, where necessary
- e. Petty Cash : Keep account of petty cash
Prepare petty cash report
- f. Quotations & Purchases : Source for quotations for any purchases
Purchase stationery
Prepare requisition forms before any purchase
- g. Printing : Print and distribute flyers to parents (upon principal's approval)
Co-ordinate printing of exam papers by ABS
- h. Sale of books/uniforms/food & drinks : Collect payment for books
Do stock-taking of books and uniform monthly
Co-ordinate with ABS on order and payment of food & services
Submit net profit of sale of food & drinks to ABS
- i. GIRO : Give GIRO forms to all new applicants
Consolidate new GIRO applicants & send to Central for processing
Maintain complete data on all applicants
Update Central on changes made, monthly
Update students' accounts from GIRO bank statement
Inform students/parents of unsuccessful transactions
- j. Minute-taking : Record minutes of staff meeting, monthly

JOB TITLE: **Accounts Officer**
REPORTS TO: Finance Manager and Finance Controller
LOCATION: Andalus Branch
CORE FUNCTION: To maintain accounting files and assist in any other financial matters

REQUIREMENTS

1. Knowledge: GCE 'O' level, working knowledge of computerized accounting, preferably with experience in handling accounts
2. Practical Skills: Good accounting skills
3. Behavioural Skills: Good communication skills, interpersonal skills, focused

MAIN RESPONSIBILITIES

- General duties : Assist manager in preparing monthly and yearly financial reports
Prepare purchase requisition
Prepare cheque payment
Maintain correspondence with the banks
Review petty cash report
Prepare payroll for part-time staff
Maintain fixed assets file
Maintain and secure Accounting files
Maintain confidentiality at all times
Attend accounts officer meetings and keep branch manager informed of changes
- a. Financial reports : Submit the following reports by the 15th of the month
- ◆ bank control expenses & receipts (bank statement to be sent by 1st week of the month)
 - ◆ summary of payment listing
 - ◆ accounts reconciliation
 - ◆ deposit in transit
 - ◆ accounts statement (P & L)
 - ◆ receipt listing
 - ◆ outstanding student list (to trace non-payment)
 - ◆ reimbursement of float
 - ◆
- b. Purchases : Prepare purchase requisition
Prepare purchase order

- c. Payment : Prepare cheques and payment voucher
Update payment voucher file
- d. Banking : Update Cash book/ Bank Register
Request for reimbursement from Central
- e. Petty Cash : Review petty cash report
Update petty cash account into system
- f. Payroll : Prepare part-time allowance summary
- g. Fixed Assets : Prepare fixed assets purchase requisition
Receiving of fixed assets
Update fixed asset file
Prepare fixed assets register
Prepare depreciation schedule
- h. Assisting administrative officer : During peak hours and in the absence of the administrative officer, the accounts officer is to assist with the following duties:
 - ◆ Handle enquiries in person or through the phone
 - ◆ Collect registration fees & update students accounts
 - ◆ Conduct registration

JOB TITLE: **Cleaner (Part-time staff)**
REPORTS TO: Branch Manager
LOCATION: Andalus Branch
CORE FUNCTION: To maintain general cleanliness of the branch

REQUIREMENTS

1. Knowledge: Literate
2. Practical Skills: Able to use the vacuum cleaner and other cleaning equipment
3. Behavioural Skills: Neat, hardworking

MAIN RESPONSIBILITIES

- General duties : To maintain the general cleanliness of the Branch
- a. Cleaning
To clean the classrooms
To empty the trash bins
To clean the toilets
To dust the furniture
To ensure that tables and chairs are properly arranged