



Job Description - Admin Executive (Front Office)

Reports to and receives assistance from - Co- Principal (Admin)

1. Checking the school infrastructure is well maintained.

Taking regular walks in school and checking the infrastructure maintenance, cleaning and staff requirement. Sending invite to the co-principal to walk around the school every week.

2. Operating the school main phone.

Managing incoming calls, taking messages, connecting calls to the respective person. Locking and unlocking the phone before leaving and after coming to the school.

3. Updating new teachers email id in the list and add them to school whatsapp group.

Updating email address of the new teachers in the email id sheet - teachers group for emails.

4. Support Staff.

Managing and supervising the support staff. Making their roster which includes their timings, roles and responsibilities during school and during vacations and conduct PD sessions for them.

5. Hiring new support staff.

Taking interviews of new support staff if there is a requirement. Discuss with co-principal and proceed.

6. ID Cards.

Make ID cards for parents, coordinate with admin (back office) for this. Make ID cards for drivers and maids who come to pick up children.

7. Supervising the security guards.

Supervise and coordinate with the security guards if they need anything, for eg. Register, pens, umbrella, torch etc. Inform the security guards in advance about various workshops or events planned in school for them to be aware about outsiders visiting school.

8. Support staff appraisal.

Coordinating with co-principal in preparing the appraisal for the support staff.

9. Updating the visitors information.

Update the details of visitors coming to school. Fill the **visit us** form for people coming in for orientation or any visitor details shared by any of the team members.

10. Updating leaves of the team members.

Updating the leave sheet and HR portal on the basis of email of the teachers.

11. Uniforms for students.

Maintaining the stock of student uniforms. Issuing the uniforms to the students as per requirement shared by the parents and issuing the receipt for the same. Ordering new stock of uniforms by the month of March.

12. Uniforms for Support staff.

Order uniforms and shoes for the support staff in the month of May.

13. Issuing necessary forms to parents / prospective parents.

During an evaluation, issue parent declaration form and video recording consent form to the parent, also collect the evaluation fees (Rs. 2500/-) and issue a receipt for the same.

14. Document/Cash/Cheque.

Handover all the documents, cash or cheque received in the favor of school to Pradnya and mention the details about the same.

15. Print outs.

If any teacher, leaders, coordinators, HoS, AHoS has emailed and asked to take prints from the printer next to the reception area then have to do it.

16. Appraisals.

Sending self and peer review forms twice in a year and collating data of each and every staff member and making reports of the appraisals.

17. Surveys.

Create surveys for parents and team members on survey monkey. Compile the report and share the same with the concerned team member.

18. Google Feedback Form.

Create google feedback form for PTA events and share the result with the co-principal. The co-principal shares the same with the PTA team members.

19. Snacks setup.

- Arranging tea coffee fruits set up during PD sessions and whole school meeting.
- Arranging snacks during curriculum night, sports day, annual day or any event
- Ordering snacks during any team members bday (as instructed)

20. Professional Development Program coordination.

- Communicating with the participants for any important communication.
- Sending the feedback form to the participants as instructed by the facilitator.
- Sharing the feedback review with the facilitator by next day.
- Discussing the setup with the support staff and arranging the same a day prior to the PDP.
- Arranging stationary
- Arranging tea-coffee setup and lunch for the participants.

21. Thank you list.

Maintaining the details (Name, contact number and address) of all the art show buyers or people who have helped with the artshow and update the thank you list.

22. Front Desk

In absence of admin executive - front desk, admin executive - back office or admin executive will manage the front desk.

23. Data collation

Coordinate with co-principal (RZ) about various data to be compiled.