



Reports to, and receives assistance, from:

- Co-Principal (admin)

Essential Responsibilities Include:

1. Liaising the entire processes of recruitment, orientation, and separation _
2. Liaising with the entire exit formality _
3. Scheduling/Itinerary management for principals, and visitors -
4. Preparing and updating the school calendar on a timely basis
5. Arranging and attending regular admin faculty meetings
6. Ensuring the smooth functioning of school by providing adequate support and materials as and when required to teachers whilst keeping budget constraints in mind
7. Managing official communications to and from the School, on behalf of administration department and other school heads (Directors, Principals, etc.)
8. Assisting principals and other school heads with routine office duties.
9. Supporting Facilities Manager with campus maintenance (buildings, grounds, teaching and classroom equipment, etc.), campus operations (payment of bills, etc.) _
10. Logistics management - with relation to ordering, stocking and maintaining inventory of teaching and office materials (like, pantry, housekeeping, uniforms, etc.) _
11. Effectively managing school's contractual agreements with external organizations/ parties, and assessing the extent of fulfillment by such parties on a timely basis
12. Event management – Ensuring effective organization, logistics, material requirements, itineraries and execution of School events _
13. Ordering books online from amazon as per the teacher's requirement _ .
14. Ordering pantry items(milk, biscuits, tea bags, dettol etc) from big basket keeping protocols and budget in mind.
15. Ordering housekeeping materials as per budget
16. Creating surveys for parents on survey monkey, compiling the report giving it to the concerned teacher.
17. Coordinating with accounts for payments
18. Doing a weekly login on the BMC site
19. Taking over the entire BMC work and attending meetings
20. To send updates on website of new staff
21. Update thank you list at the end of the year for the Annual report.
22. Check-in & Check-out of books in the library in the absence of didi
23. To check on fruits daily in the T-Lounge
24. To send request for id cards of new joinee
25. Conduct PCC (POLICE VERIFICATION) for all support staff