

Roles and Responsibilities of support staff

1) Manager(HR and AFD)

- Oversee the general administration of the school.
- Propose budget and keep track of expenditures.
- Coordinate collection of school fees and maintain its record.
- Propose staff recruitment.
- Build dynamic career track for the staff including teaching faculty.
- Maintain performance record of the staff and process for promotions/demotion/termination.
- Coordinate maintenance of the school.

2) Librarian

- Make Library room conducive and lively for reading and extra learning.
- Organize reading programme along with the language teachers to promote reading.
- Impart awareness on the use and care of books.
- Accept substitution class in library when the library is free.
- Maintain proper record of the library books – issue and receipt.
- Maintain proper record of fine collections for late return and loss of book.
- Process for replacement of the books with the Administration and Accounts section.
- Submission of appropriate library and reference books' list to the office for procurement.

3) Laboratory Assistant

- Make Laboratory room conducive for science practicals.
- Prearrange the practical session in consultation with the science teachers.
- Rearrange the laboratory neatly and cleanly for the next session.
- Take precautionary measures in the science laboratory.
- Take proper care of lab equipments.
- Process for procurement for additional materials.
- Maintain proper record of the stock available.
- Support the school management in other assignments.

4) Accountant

- Compilation of annual Budget, process for approval and maintain record.
- Preparation and disbursement of monthly salary and other expenditure.
- Process for timely collection of school fees and maintain proper record.
- Preparing monthly financial report and reporting.
- Timely remittances of taxes and other deductions.
- Maintaining cash book, ledger and registers related to financial matter.

- Preparation of profit and loss account and balance sheet.
- Working closely with tax authorities.
- Be a member of internal audit team.

5) Store Incharge:

- Maintain proper record of the school properties including building and other items.
- Maintain stock of all the items necessary pertaining to maintenance of the school.
- Maintain proper record of the items purchased and issued.
- Maintain record of school maintenance and initiate maintenance work.
- Submit timely requisitions of textbooks and other curriculum related items.
- Maintain record of issues and balance of curriculum materials.
- Segregate usable and non-usable curriculum materials.

6) Office Assistants

- Provide strong support to school management at all times.
- Support the school management in all official correspondence.
- Maintain and update correspondence file and keep in safe custody.
- Maintain proper record and updated teacher's personal file.
- Maintain proper record and update students' personal file.
- Maintain updated record of students and teachers statistics including scholarship students.
- Ensure proper process for NOCs before relieving the students and teachers.
- Maintain record in the dispatch, receipt and postage of letter.
- Maintain stock of receipts and issues of stationeries.
- Assist Accounts Officer in fees and fine collection.
- Attend to school guest and staff meetings.
- Ensure cleanliness and safe custody of the office and staffroom.

7) Messenger

- Check mails on daily basis
- Reach the mails to destination on time
- Serve tea to teaching staff during break
- Photocopy Question papers for examination and test
- Support the OA in office work.

8) Multi-skilled personnel (Electrician and plumber)

- Work under the supervision of the Store Incharge.
- Ensure safe electrical supply.
- Check electrical defaults and do timely replacement.
- Ensure adequate and clean drinking water supply.

- Replace and repair pipeline and tap points.
- Clean up the water tank.
- Support the school in other area whenever required.

9) Driver

- Ensure total safety in transporting the students.
- Keep the vehicle in proper and running conditions.
- Timely renew the blue book, fitness check up, insurance coverage.
- Be punctual in transporting students.
- Submission of fuel and other maintenance bills to the accounts in time.
- Support the school in other area when not in duty.

10) Cook

- Ensure the hygiene of the food served.
- Ensure that the meals are properly cooked in time.
- Ensure cleanliness in the kitchen.
- Ensure that the utensil for cooking are properly cleaned.
- Ensure proper care of kitchen items.
- Prevent fire hazard.

11) Security guard

- Ensure the security of campus.
- Open and close the school gate on time.
- Check intruders in the school.
- Check students' movement in and out of school campus.
- Inform the visitors regarding visiting time.
- Take charge of school timing after the class hours – bell ringing.
- Support the school in other area whenever required.