

Administration Manager

Job Description	
Position	Administration Manager
Responsible to	Director Administration
Role	Will be directly responsible to the Director Administration, on all matters pertaining to efficient functioning the school campus, and maintenance of quality.
Key Competency Requirements	<ul style="list-style-type: none"> • High degree of coordination and communication skills • Knowledge of supervision of stores management • Knowledge of contract procedure, quotations and negotiations • Well versed with QMS and procedures
Specific Responsibilities	<ul style="list-style-type: none"> • Assisting Director Administration with parents and students relationships and correspondence, to ensure effective and efficient solution to their concerns • Assist with coordinating transportation, hotel accommodation and liaison arrangements of visitors / guests • Maintaining the Teachers' Directory • Preparing proof of residence certificates for campus staff • Maintaining Student Dossiers <p>Event and Facilities Management</p> <ul style="list-style-type: none"> • Assist the DA in coordinating all events and functions of the school • Coordinating with the estates manager / housekeeping on all administrative requirements <p>Operational Management</p> <ul style="list-style-type: none"> • Meet with All Departments on a monthly basis to ensure all SIS feedbacks and follow ups completed • Responsible for all Quality Checks and Internal Audits • Oversee QMS for the school • Store and Inventory Management assisted by In-Charge Stores <p>Catering Supervision</p> <ul style="list-style-type: none"> • Supervise and oversee all matters related to Food Service establishments (through contractor) • Oversee implementation of the weekly menu in coordination with PAC Food Committee • Ensuring internal customer satisfaction <p>Vendor Management (Text Books, Uniform and Stationery)</p> <ul style="list-style-type: none"> • Assist DA in selection of vendors for Text Books, Uniform, Stationery and the outsourced facilities • Defining and timely review of SLA's (Service level agreement) for the vendors to achieve effective/efficient service delivery
Additional Responsibilities	Assist DA in: <ul style="list-style-type: none"> • HR, legal issues • Maintaining attendance records of students

Estate Manager

Job Description	
Position	Estate Manager
Responsible to	Director Administration
Role	Will be directly responsible to the Director Administration on all matters pertaining to overall maintenance of the school campus, buildings and all plant facilities. The Estate Manager will reside on the Campus.
Key Competency Requirements	<ul style="list-style-type: none"> • High degree of supervision skills • Knowledge of Civil works, Electrical works and Plumbing works • Knowledge of Contractors, quotations and negotiations
Specific Responsibilities	<ul style="list-style-type: none"> • Overall maintenance of the School campus • All maintenance tasks pertaining to civil, electrical, plumbing work, effluent treatment plant, water treatment plant and diesel generators. Swimming pool, carpentry work and all miscellaneous work pertaining to all plants facilities • Pest control • Prepare maintenance schedules for all equipment • Liaison with local agencies and organise contractors for various works and prepare estimates for proposed projects • Procure quotations and carry out comparative analysis and advise the Director Administration regarding overall cost control • Certification of bills • Carry out facility management in an organized manner • Prepare monthly cost statements • Arrange for material and labour for various projects • Organise training of maintenance staff • As the Inventory Manager carry out inventory management of school property • Ensure that the purchase procedures pertaining to estate management is correct and transparent • Minimise loss / wastage, with special focus on electricity and water • Landscaping – liaison with the outsourced agency on daily needs <p>Quality Compliance</p> <ul style="list-style-type: none"> • Ensuring accomplishments of the set quality standards • Working on quality improvement projects for achieving continual improvements in the service levels under guidance of DA <p>Operational Management</p> <ul style="list-style-type: none"> • Maintain regular record of breakage / damage and ensure prompt repair • Schedule tasks for carpenter, electrician, and plumber. Monitor their work and ensure they are on call round the clock on the school campus • Oversee all electrical / carpentry arrangements for all school campus functions, after school hours

Executive Assistant

Job Description	
Position	Executive Assistant
Responsible to	Chief Executive Assistant
Role	Performs a wide variety of confidential, administrative and secretarial tasks in support of the CEO and the head office of Indus Trust.
Key Competency Requirements	<ul style="list-style-type: none"> • Proficient in secretarial tasks and office management • Maintains high level of tact and confidentiality • Ability to access information and implement research / project guidelines • Skill in managing changes in administrative problem and process • Effective interpersonal skills and verbal and written communication • Anticipate needs by planning and organizing predictable workflows • Problem solving skills • Proven customer service skills
Specific Responsibilities	<p>Executive Functions</p> <ul style="list-style-type: none"> • Responsible for all administrative functioning of the corporate headquarters of Indus Trust • Assists CEO in Human Resources responsibilities <p>Office Administration</p> <ul style="list-style-type: none"> • General housekeeping chores for keeping office neat, clean and efficient looking • Open, sort, date, stamp, and distribute daily mail and maintain record of all incoming/outgoing mail • Drafting responses to incoming correspondence on School website. • E-mail management of CEO • Maintenance of personal and official files of the CEO • Maintenance of office equipment on charge of Headquarters' Office (computers, fax, printer, phones and furniture). This will include ledger inventory and periodic maintenance • Scheduling of meetings and travel arrangements of CEO and Directors within Bangalore and out of station • Preparation and management of appointment calendar and events, and schedule of the CEO on Microsoft Outlook. In addition, coordinate schedule of Directors and Trustees • Maintain record of social calendar including data base of invitees by CEO • Managing visitors to include: <ul style="list-style-type: none"> (a) Reception (b) Arranging hospitality (c) Maintenance of record of visitor attendance • Telephone management, including updating telephone directory and Maintaining folder on business cards category-wise • Maintain petty cash • Provide office equipment and stationery

Accounts Officer

Job Description	
Position	Accounts Officer
Responsible to	General Manager Accounts
Role	Will be responsible for accounting all transaction of receipt, payment, income and expenditure, monitoring cash flows and bank funds positions. Finalisation of accounts and ensure smooth completion of audits (internal and stationary).
Key Competency Requirements	<ul style="list-style-type: none">• Good degree of supervision with communication skills• Sound knowledge of accountancy and computer savvy• High integrity and systematic organisation skills
Specific Responsibilities	<ul style="list-style-type: none">• Maintenance of studentwise payment records and sending student account to parents at periodic intervals• To ensure all service vendor bills are accounted on time• Payments to creditors are made within stipulated credit periods• Report on balance of fees collectible• Report on balance of fees collectible• Quarterly MIS preparation / monitoring• Assisting internal audit and completion• Answer queries raised by internal auditors• Ensuring all salary and other statutory dues are paid in time• File the periodic returns stipulated under various statues applicable

Accounts Assistant

Job Description	
Position	Accounts Assistant
Responsible to	Accounts Officer
Role	Responsible for all data entry operations required for maintaining accounts online.
Key Competency Requirements	<ul style="list-style-type: none">• Good accounts knowledge is a must• Good knowledge of accountancy software such as TALLY• Organised with high integrity
Specific Responsibilities	<ul style="list-style-type: none">• Preparation of cash / bank receipts for fees collected• Day to day bank reconciliation• Service suppliers' bills scrutiny and accounting• Cash disbursement for day-to-day expenses• Online payment booking and preparation of cheques• Checking Purchase Order with approved budget and maintenance of records• Day to Day filing of all vouchers and documents• Ensuring prompt payment of Telephone / internet / mobile phone bills within due dates• Any other responsibilities as and when delegated

House Parent

Job Description	
Position	Houseparent
Responsible to	Director Administration
Role	Provide leadership so that the residential life of the pupils will reinforce the Schools' vision, values and fulfillment of educational needs of the 21st century - empowerment, ability to make a choice and become leaders in community.
Key Competency Requirements	<ul style="list-style-type: none"> • Excellent communication skills • Mentoring and coaching skills • Leadership capability especially in motivating students and increasing morale • Time management - prioritize and multitask tasks • High energy, initiative and drive • Network with agencies and parents • Problem solving and trouble shooting ability • High emotional intelligence
Specific Responsibilities	<ul style="list-style-type: none"> • Provide a family atmosphere to the pupils - compassion, love and emotional stability • Responsible to run and administer the House on the principle that, it should be like an extension of the pupil's home where care, good sense, humor and traditional values abound • Providing pastoral care by way of nutritious food, counseling and high standards of safety and livability in the house • Advise, counsel and mentor students on academic performance, career and personal issues and social guidance. Take initiative to promote compassion and common sense to students who need assistance • Monitor academic progress in remediation class and act as counselor and friend. • Responsible for addressing medical/social and personal emergencies. • Be responsible for the discipline of pupils at all times. • Associate in all extra curricular activities outdoors and community projects where students of the house are involved • Be the first point contact with parents, who are kept informed by reports and informal contact

Admissions Officer

Job Description	
Position	Admissions Officer
Responsible to	Principal
Role	<ul style="list-style-type: none"> • Interfacing with parents and community services with a view to providing feedback. • Organize admissions process. • Support in developing informational packages for prospective students • Assist in representing the School to potential students and parents through on-campus and off-campus events • Establish relationships with parents and students to promote the School • Managing all inquiries through telephone, emails, personal interactions • Communicating admission policies and procedures to parents • Advise parents on academic programmes, academic requirements, boarding facilities, other student services and financial aid options (if any) • Communication with parents of students already enrolled in the School on various matters • Attending to grievances of parents • Issue and register application forms • Generate statistics regarding student applications • Evaluate students' admission packets (academic and co-curricular records, certificate of good conduct, photographs) • Conduct admission tests and interviews with students and parents • Collate test and interview results • Issue of final admission offers • Generate statistics regarding student enrollment • Arrange for payment of fees • Issue joining instructions to parents • Collaborate with other School offices / departments to ensure smooth enrollment and settling-in of the students • Update student database regularly to maintain accurate student information and inform other School offices / Department about the modifications. • Regularly review admission criteria and procedures.
Key Competency Requirements	<ul style="list-style-type: none"> • Excellent interpersonal skills and verbal and written expression • Sound understanding of concepts in marketing, public relations and advertising • Planning and foresight • Team work and understanding team dynamics • Quick and quality implementation capabilities • Attention to details • High energy, initiative and drive • High emotional intelligence

Assistant Librarian

Job Description	
Position	Assistant Librarian
Responsible to	Head of Learning Resources
Role	Provide administrative support to the library, keeps up to date stock of all inventory, and assists in other educational activities of the using the library resources
Key Competency Requirements	<ul style="list-style-type: none"> • Bachelors in Library Science • Computer literate • Sound understanding of the library management issues and library science • Networking capability – liaison with agencies and educational institutes • Detailed approach to activities – look at all finer aspects and dwell deep into a topic / task • Methodical and systematic at work • Good written and verbal communication skills • Manage time well, and quick response time • High implementation capability • High energy, initiative and drive
Specific Responsibilities	<p>Technology</p> <ul style="list-style-type: none"> • Implements the use of technology instruction, student learning and professional development • Instructs students to be discerning, responsible and ethical users of information • Serves as a resource to administrators, teachers, students and parents, i.e., investigates and evaluates products, services and equipment; encourages use of telecommunications as a communication and resource tool; and facilitates the use of presentation tolls in print technology and media <p>Administrative</p> <ul style="list-style-type: none"> • Establishes annual and long range goals for the library media programme • Plans, arranges, administers, operated and supervises the library media centre, developing policy for efficient operation and optimal service • Seeks input from administrators and teachers in budgeting, programme planning, and collection development of print and non–print materials • Maintains open channels of communication with technology and curriculum development committees, local public and academic libraries, the regional library cooperative, and other community organizations • Process, order and weed out annual reports • Track daily and monthly usage statistics • Process library acquisitions and periodicals <p>Instructional</p> <ul style="list-style-type: none"> • Collaboratively plans and teaches instructional units with other teachers, incorporating the Core Curriculum Content and information literacy objectives • Provides group and individual instruction in information skills, research strategies and use of resources and equipment <p>Educational Programmes</p> <ul style="list-style-type: none"> • Assist with preparation and room setup programmes, including duplicating handouts • Compiles bibliographic guides • Create and distribute promotional materials

Teacher

Job Description	
Position	Teacher
Responsible to	Head of Faculty or Principal where there is no Head of Faculty
Role	Acts as a 'facilitator' to enable learning process. The teacher will determine the strength, weaknesses and proclivities of each student with regard to specific intelligence.
Key Competency Requirements	<ul style="list-style-type: none"> • Excellent communication skills and articulate • Displays the ability to train students • Passionate about inculcating good values in students • Mentoring and coaching skills • Good planning • Time management – complete tasks on time, quick response time and prioritize tasks • Detailed approach to activities – looks at all finer aspects and delves deep into a topic / task • Displays patience, maturity and use good judgment in situations and decision making • Act as role models • Good technology inclination and computer literate • Systematic and methodical way of working • Good written communication skills • High implementation capability • Thinks 'out of the box' and provide creative ideas • High energy, initiative and drive • Possess basic knowledge of Microsoft Windows – Windows XP, 2000, 98 and Microsoft Office products like Word, Excel and PowerPoint • Understand how to store and retrieve data using various storage media like floppy, CD, hard drive and using the print media • Be able to gather information on the Internet using search engines.
Specific Responsibilities	<p>Learning Process</p> <ul style="list-style-type: none"> • Plans and implements a programme of instruction that adheres to the School's philosophy, goals and objectives as outlined in the adopted course curriculum • Makes purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task • Lesson plans must integrate offline and online learning • Identifies specific intelligence proclivity of child and organizes individual centric learning • Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies • Encourage student enthusiasm for the learning process and the development of good learning habits by assigning individual and group project-based studies • Provides progress and interim reports as required • Prepares substitute folder containing appropriate information as required by the Principal • Recognizes learning problems and makes referrals as appropriate.

- Demonstrates a strong grasp of subject matter
- Uses effective oral and written expressions
- Provides guidelines for substitutes

Curriculum Development

- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the curriculum
- Assists in the ongoing curriculum revision process, including the revision of written courses of study, and provides regular feedback
- Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities

Classroom Management

- Develops, in accordance with guidelines, stipulated rules of classroom behaviour and appropriate techniques that are consistently applied
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities
- Provides for the supervision of assigned students when circumstances require a brief absence from the assignment

Public Relations

- Acts as a role-model to the students and as a 'brand-ambassador' of the School. She/he will uphold the highest standard of personal conduct in private and School life. This will be in consonance with the School Code of Ethics
- Upholds and enforces board policy, administrative procedures and rules and regulations, and is supportive of them to the public
- Maintain appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time
- Strives to communicate the positive aspects of the School programme to the public in word and deed
- Works cooperatively with parents and the community to strengthen the learning programme for their children
- Establishes and maintains cooperative relationships with other staff members
- Attends staff meetings, parent meetings and all functions, being aware that they may take place outside hours

Student Evaluation

- Evaluates accomplishments of students on a regular basis using multiple assessment methods, such as teacher made tests, samples of students' work, mastery skill check lists, criterion-referenced tests and norm-referenced tests
- Makes appropriate adjustments in the instructional programmes as required by the principal
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws

	<p>Professional Growth</p> <ul style="list-style-type: none"> • Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning • Maintains membership in appropriate professional organizations • Cooperates with the administration in planning appropriate in-service training programmes at the School or at any appropriate learning institute • Attends staff, department, and committee meetings
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Technology Teacher

Job Description	
Position	Technology Teacher
Responsible to	Principal
Role	<ul style="list-style-type: none"> • Provides computer and communication technology instruction for students. Plans and presents curriculum outside of regular school times to enable students to improve skills in the use of technology.
Key Competency Requirements	<ul style="list-style-type: none"> • BSc (Computer Science), MSc (Computer Science), BCA, MCA, BE (E&C/Computer Science) • Genuine interest in teaching students • Ability to work with and motivate students • Ability to handle details accurately • Excellent computer skills for student assistance in Microsoft technologies like Windows XP, Microsoft Office XP, Visual Basic, VC++. • Database concepts and skills especially in SQL Server, Access • Concepts and skills with UNIX technologies including Linux, Star Office • Preferred Language skills include Java, C, C++, Basic, Fortran • Knowledge and familiarity with web design • Demonstrated aptitude, training, or skill specific to the technology teacher position

Teacher Art

Job Description	
Position	Teacher - Art
Responsible to	Principal
Role	<ul style="list-style-type: none">• Acts as a facilitator to enable students to learn various art forms.• Will determine the strength and interests of each student.
Key Competency Requirements	<ul style="list-style-type: none">• Degree or diploma in at least one art form• Possess theoretical knowledge• Interest and ability in art and teaching• High-level creative and organizational skills• Enjoy working with young people
Specific Responsibilities	<ul style="list-style-type: none">• Conceives and develops ideas for paintings, drawings, designs or installations• Produces design work or illustrations for publications• Runs workshops and/or oversees community arts projects• Set up and/or maintain facilities such as photographic darkrooms, kilns for ceramic work, studios and store areas• Demonstrate the use of a selection of media materials such as oils, watercolours, pen, pencil, palette, knife, clay, cloth or paper• Inspire students and assist them to develop their creativity and self-expression through various art forms and media• Arrange for exhibitions of student work in and out of school

Teacher Music

Job Description	
Position	Teacher – Music
Responsible to	Principal
Role	<ul style="list-style-type: none"> • Acts as a facilitator to enable students to learn various music forms • Will determine the strength and interests of each student
Key Competency Requirements	<ul style="list-style-type: none"> • Must hold a degree or diploma in music • Proficiency in at least one instrument or music form like Carnatic, Hindustani or Western • Enthusiasm for and ability in music and teaching • Must have theoretical knowledge of music • High-level organizational skills • Able to communicate musical concepts and instructions clearly • Patient in dealing with students of differing abilities • Keyboard skills are an advantage for classroom work
Specific Responsibilities	<ul style="list-style-type: none"> • Illustrate basic musical concepts (e.g. melody, harmony and rhythm) for students by activities such as playing recorded music or playing an instrument in class accompanied by students • Design creative activities to allow students to experience different musical styles, interpret musical scores and compose their own music • Teach music theory, history, harmony, counterpoint, form and analysis, and provide aural training through the performance of music, talks, discussion, use of audiovisual equipment, and practical music and written assignments • Introduce individual students to particular instruments and assess students' needs in regard to instrumental training • Introduce individual students to particular music form and assess students' needs in regard to vocal training • Arrange for and timetable regular visits by instrumental & music teachers • Set up and conduct school choirs and orchestras, Indian music bands, concert bands, rock bands and jazz ensembles • Organize student concerts and visiting musicians to schools • Organize the repair, servicing and replacement of instruments and equipment • Introduce and develop individual student skills in computer-designed music

Teacher Dance

Job Description	
Position	Teacher - Dance
Responsible to	Principal
Role	<ul style="list-style-type: none"> • Acts as a facilitator to enable students to learn various dance forms • Will determine the strength and interests of each student with regard to bodily kinesthetic intelligence
Key Competency Requirements	<ul style="list-style-type: none"> • Degree or diploma in at least one dance form • Exposure to other classical dance forms • Must possess theoretical knowledge • Good non-verbal communication skills
Specific Responsibilities	<ul style="list-style-type: none"> • Design creative activities to allow students to experience different styles of dance • Introduce individual students to particular dance form and assess students' needs in regard to dance training • Train students to maintain or improve technical standards, fitness and suppleness and to help reduce the risk of injury when rehearsing or performing • Train students to perform different styles of dance as required • Teach students to sing or act as part of a performance • Contribute to the choreographic process with individually devised material • Choreograph dance works or routines • Teach students to apply own make-up for a performance • Organize student performances and visiting dancers to schools for performance classes or performance • Arrange for regular visits by various dancers

Computer Lab Teacher

Job Description	
Position	Computer Lab Teacher
Responsible to	Director Information and Communication Technology
Role	<ul style="list-style-type: none"> • Assist teachers and students in learning the various technologies by installing and maintaining software, configuring systems, providing valuable inputs to teachers on how to integrate technology in education, recommending suitable information sources to students and teachers on relevant subjects, encourage and nurture student creativity • Assist the network administrator in maintaining networks and systems
Key Competency Requirements	<ul style="list-style-type: none"> • B Sc. (Computer Science), MSc (Computer Science), BCA, MCA, BE (E&C/Computer Science) • Ability to work effectively with students and staff • Excellent computer skills for student assistance in Microsoft technologies like Windows XP, Microsoft Office XP, Visual Basic, VC++ • Database concepts and skills especially in SQL Server, Access • Concepts and skills with UNIX technologies including Linux, Star Office • Preferred Language skills include Java, C, C++, Basic, Fortran • Demonstrated aptitude, training, or skill specific to the assistant position
Specific Responsibilities	<ul style="list-style-type: none"> • Work with individual students or small groups of students to reinforce learning of material, skills initially introduced by the teacher, or assist with appropriate software • Ability to install, maintain and troubleshoot Unix and Microsoft technologies software as may be applicable • Configure local workstations as needed • Assist the computer teacher in devising special strategies for reinforcing material or skills based on sympathetic understanding of individual students, their needs, interests, and abilities • Assist and observe technology integrators • Attend workshops to continually keep current on technology curriculum • Maintain appropriate records regarding individual student use of specific software • Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of a teacher • In the absence of the computer teacher, he/she will substitute

Receptionist

Job Description	
Position	Receptionist
Responsible to	Director Administration
Role	Will be directly responsible to the Director Administration on all matters pertaining to the front office, multi-line telephone system, messages, and matters pertaining to students, parents, staff and visitors.
Key Competency Requirements	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Background in supervising and managing all aspects of front office and customer service
Specific Responsibilities	<ul style="list-style-type: none"> • Efficient handling of multi-line telephone system with regard to incoming and outgoing calls • Professional execution of all phone calls and messages • Respond to all calls and enquiries from parents, visitors and staff • Ensure all parent / visitor requests are dealt with efficiency • Coordinate all appointment requirements made by parents / visitors with relevant persons • Perform day to day functioning of the Reception • Be familiar with and answer questions regarding general information relevant to school • Promote positive public relations for the school • Organise hotel and travel bookings for teachers/staff going on workshops and conferences • Coordinate with HR and the administration department with regard to hotel and travel reservations for guests, teachers and students • Coordinate with HR in regard to hotel and travel arrangements, for candidates coming for interview and arrange for reimbursement of their bills, in consultation with the accounts department • Liaise with the courier vendors and handle the receiving and sending of all couriers • Responsible for maintaining and looking after of the reception area • Perform other duties as assigned

Laboratory Assistant

Job Description	
Position	Science Lab Assistant
Responsible to	Principal
Role	<ul style="list-style-type: none"> • Assist staff and students in the physical, chemical, biological or life sciences by collecting and preparing samples, carrying out experiments, making measurements with scientific equipment, recording results and presenting results for critical analysis.
Key Competency Requirements	<ul style="list-style-type: none"> • Must hold a degree or diploma in Science • Must possess theoretical knowledge in science • Must have prior experience working in Science Lab • Patient in dealing with students of differing abilities • Must be able to communicate fluently in English
Specific Responsibilities	<ul style="list-style-type: none"> • Must be prepared to teach students • Clean, maintain and set up equipment for use in experiments • Collect, classify and preserve specimens and samples • Feed, water and observe plants and animals in laboratories • Perform diagnostic and other scientific tests on specimens such as animal and plant tissues, food and water for chemical or cellular or other constituents, bacterial content and chemical contamination • Carry out experimental procedures such as taking testing seed and experimental plants, analyzing soil and monitoring processes such as fermentation • Inspect and test animals and plants for diseases • Perform routine mathematical calculations and prepare graphs • Use computers and computer–interfaced equipment • Carry out routine quality assurance checks on production line samples and materials • Monitors laboratory and/or other supplies to ensure sufficient inventory to support research projects

Systems Administrator

Job Description	
Position	Network Administrator
Responsible to	Director Information and Communication Technology
Role	<ul style="list-style-type: none"> • Under general direction, performs or directs the design, analysis, creation, monitoring, administration, troubleshooting and enhancement of personal computer networks and of other computer network • Develops and enhances network interfaces; develops solutions based on network technology
Key Competency Requirements	<ul style="list-style-type: none"> • Prior experience as Network and systems administrator • Preferred MCSE • Significant knowledge of LANs, telecommunications and related competencies • Significant knowledge of systems, operating systems and related software
Specific Responsibilities	<ul style="list-style-type: none"> • Coordinate and/or provide training to school staff in network and software use. Coordinates activities of outside vendors, consultants and trainers • Coordinate the maintenance, operation and management of school networks • Configures local workstations • Assist in planning, design, and installation of future network expansions • Develop and maintain network procedures to ensure regular system backups on a timely basis. Prepares a disaster recovery plan and implements it • Train and support backup network operator • Maintain software library and necessary documentation which includes, but not limited to, network wiring, hardware and software • Provides technical advice and assistance to other programs or departments. Coordinates student help–desk activities • Maintain inventory of hardware, software and related peripherals • Establishes and maintains network security • Maintains the servers and provides internet security • User Access – Creates and manages Network and Internet user accounts for staff and students. Monitors use of the network and Internet accounts and enforces the Acceptable Use Policy • Arrange for timely repair of hardware and maintains repair history and server performance statistics • Ensures that the various softwares in the school are properly licensed and maintains related records

Store-in-charge

Job Description	
Position	Stores In Charge
Responsible to	Director Administration
Role	He will be directly responsible to the Director Administration on all matters pertaining to efficient functioning of the stores and maintenance. Will also be responsible for additional administrative duties and document / data management.
Key Competency Requirements	<ul style="list-style-type: none"> • High level of supervision skills • Knowledge of supervision of stores management • Knowledge of procuring quotations and negotiations • Well versed with QMS and procedures • Knowledge of administrative procedures in maintaining files, and records
Specific Responsibilities	<ul style="list-style-type: none"> • Preparing purchase orders for stores / furniture • Procurement of stores items like stationery, uniforms, text books as per requirement • Maintain Students Uniform Issue register • Maintain stock statements for uniform, stationery and text books. • Procurement of new furniture as per requirement • Maintain stationery register for all teachers / staff • Issuing of uniforms, textbooks and stationery to all students as per requirement. • Maintain ISO documents related to Stores • Maintain Asset register in co-ordination with accounts department • Maintain lost and found properties • Carry out Inventory Management and stock taking of all furniture / stores <p>Operational and Asset Management</p> <ul style="list-style-type: none"> • Assist the estate manager in Store and Inventory Management • Responsible for Quality Checks and Internal Audits of the stores department
Additional Responsibilities	<ul style="list-style-type: none"> • Carry out printing orders of the school for the different departments with the printers in the city • Liaise with the school tailor for special costumes • Purchase school mementoes / trophies / gift ties etc. • Manage all inquiries through telephone, emails, and personal interactions at the front desk in the absence of person in-charge of reception