

Academic Administrators Chennai

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Company: Randstad India

Location: Stock

Category: other-general

****Academic Administrative Roles and Responsibilities**** ****Administrative Areas**** ****Responsibility:**
Academic Admin ****Planning and Development of Infrastructure / New Additions****Primary**
Responsibility:** Classrooms space planning Partitioning existing rooms ****Secondary**
Responsibility:** Followup on progress ****Facility Management and Maintenance****
****Primary Responsibility with the support of Admin Manager for operations:**** Renovation
including contract agreement meeting with service provider audit action plan All email
communication between Admin and CES ****Secondary Responsibility:**** Managing: Labs
Open spaces Play area Partitioning existing rooms ****Emergency Preparedness**** ****Primary**
Responsibility with the support of Admin Manager for operations:** Conducting fire drills
emergency floor plan revision potential hazard check fire audit fire audits training
Planning and execution ****Technology Infrastructure Management and Maintenance**** ****Primary**
Responsibility with the support of System Administrator:** Managing: Computers/laptops
allocation Networks Stock management repair AMC All new initiatives All email communication
between System Administrator and CES ****Resource Management**** ****Primary Responsibility**
with the support of Admin Manager for operations: ****Procurement of: Stationery Kitchen**
supplies Wellness room supplies Lab supplies Library resources Stock management All
email communication between Admin and CES All email communication between System
Administrator and CES ****Kitchen Management**** ****Primary Responsibility with the support of**
Admin Manager:** Curation of menu with Director Communication to parents and students
Monitoring and giving feedback All email communication between Administrator and CES
****Event Management****Primary Responsibility:**** Logistics delivery coordination with Events

Committee Validation of planning run through implementation and reflection
 Managing events such as MUN Sports Day UTSAV Festivals Celebrations
 Printing of Resources
 ****Primary Responsibility:**
 Logistics budgeting process content & design
 Managing: Posters School Diary Banners Certificates Report Cards ID cards
 Workbooks/worksheets Yearbook
 Trip Management
 Primary Responsibility:
 Logistics communication
 Managing: Field trips Outbound trips Competitions
 School Budgeting
 Primary Responsibility:
 Coordination with Admin Accounts and CES
 Contributing and supporting visibility via social media planning and execution
 Approval and coordination
 Website Management
 Primary Responsibility:
 Content development and updation
 Managing blogs newsletters
 Education Department
 Secondary Responsibility:
 Database maintenance
 Coordination with Admin
 Managing meetings
 Transportation
 ****Primary Responsibility with the support of Admin Manager for operations:**
 School Van budgeting License renewals Concerns and communication
 Managing traffic flow pickup drop planning grievance redressal
 Accounts and Finance
 ****Secondary Responsibility:**
 Fees communication Fee collection from defaulters
 Special approvals
 Council Management ICSE
 ****Secondary Responsibility:**
 Registration for teachers and students
 Managing examination fees payment to examiners
 Special approvals
 Council Management Cambridge
 Primary Responsibility:
 Affiliation process and documentation
 Creative Expression and ASA
 ****Primary Responsibility:**
 Planning and budgeting Resource person allocation space allocation
 Code of conduct communication concerns
 Admission and TC Management
 Secondary Responsibility:
 Timelines for admission process
 Communication via website ERP mails
 Assessment question papers interactions
 final recommendation TC communication TC process related special approvals
 Academics
 Secondary Responsibility:
 Meetings with Coordinators Subject Leads
 Curriculum planning and development
 Disciplinary matters Prefectorial Board
 Allotments timetable substitution
 Class observations Recruitments appraisals
 Display boards budgeting allocation of resources
 Professional development grievance redressal
 conflict resolution Orientations induction
 School examinations checking question papers
 Email communication Parent workshops
 Parent Circle Integration Subject Integration
 SEVA SEL other programs Career Exploration and Career Guidance
 Coordination with CES
 Parent Management
 Secondary Responsibility:
 Grievances Legal issues escalation

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