Job Profile of Office Superintendent

Assist the AO in the following:

1. Assisting School Jr. Accountant in preparing the School Budget.
2. Establishment & Estate works.
3. Monitoring Day to day repair and maintenance work (Building, Electrical, Carpentry, Plumbing etc.) with the help of school engineer.
4. Making all kinds of arrangements at various School activities and functions.
5. Looking after the School and Staff Colony campus's cleanliness and also maintaining high standard of hygiene and cleanliness including pest control of the School Campus.
6. Drawing of duty Rosters etc. for Support Staff & Administrative staff for weekdays, Sundays and Holidays. Dealing with the Class IV / Support Staff and addressing their grievances in case of any disagreement or dispute the matter should be immediately reported to the Admin Officer.
7. Send timely returns to Employment exchange & other Govt. Offices.
8. Check all registers maintained at the School Gates with assistance of Security Supervisor in case of any anomaly the matter should be taken up with the Admin Officer.
9. Keeping records of all kinds of Insurance / AMCs related to School.
10. Checking Leave Record of all the employees with assistance of designated staff.
11. Maintaining the School Assets Registers and also checking the registers of the departments being maintained for consumable and non-consumable stocks.
12. Hospitality related matters of School Guest.
13. Any other work assigned by the Principal.

