

### **Job Description of Administrative Officer – Chairperson’s Office**

- Prepare and send responses to communications received by the Chairperson;
- Support the preparation of presentations, speeches, messages, quotes and other communications for the Chairperson;
- Support the preparation of school wide presentations and communications;
- Prepare various media related communications including interviews, press articles and press releases;
- Support the preparation of various reports that are required to be submitted to external constituents;
- Support and coordinate the preparation of content for various school publications such as School Brochure, School Diary, School Policies, Job Descriptions, Insignia, Staff Handbook, School Website and so on;
- Facilitate the preparation of documents for accreditation with reputable educational agencies, survey reports for various publications, affiliation with Education Boards and their renewal;
- Coordinate and support development, implementation and review of school wide systems, processes and policies, and also play a system integrator support role;
- Support any initiative that will help IT integration of various academic and administrative systems and processes;
- Coordinate and support the record management system in the Chairperson’s office and ensure their easy retrieval with an effective indexing system;
- Extend administrative and coordination support with respect to school events such as Annual Day, Graduation Ceremony, DAIMUN, Conferences, Workshops, and so on;
- Support in project planning and implementation with respect to new projects and initiatives of the school including the new DAIS campus project;
- Support and coordinate the preparation of submission of documents and reports related to regulatory compliances and statutory requirements, in consultation with the Heads and all concerned administrative functionaries in the school;
- Ensure effective archiving of documents, related to the Chairperson’s Office;
- Collate details of ICSE, IGCSE, IBDP Results and University placements and support and coordinate annual results letters to be sent by the Chairperson;
- Source and compile photographs of various school events for the purpose of presentations, reports, articles, etc.;
- Such other duties as may be assigned from time to time.

The position of Administrative Officer - Chairperson’s Office will report to Executive Assistant to the Chairperson.