

Supporting Staff

Supporting staff as the name suggests is another important pillar supporting the administrative structure of the school. This includes the clerical staff such as, admin assistant, cleaner, caretaker etc. Their service is equally inevitable as of any other staff in the school. Main purpose of deploying non teaching staff in the school is specifically to support the teaching learning process in the school. Any task related to the teaching learning process should be the utmost priority of non-teaching staff.

As primary schools are provided with minimum deployment of non-teaching staff, available non-teaching staff such as admin assistant, librarian, cleaner and caretakers will have to take up multi-tasking and perform as per the need and urgency of the school schedule.

i. Admin Assistant

Ø Type, compile, print, photocopy official documents as demanded by any teachers for teaching learning purposes.

Ø Notify and dispatch mails for school.

Ø Maintain office files.

Ø Maintain updated students and staff statistics and make it available to all the teachers as and when required.

Ø Update EMIS on a regular basis.

Ø Look after store work. (*Receiving, recording, issuing, requisitioning, of any store related items including text books*).

- Ø Maintain staff attendance register. (*Remind signing of attendance on a daily basis and recording of casual leave and short leave.*)
- Ø Take custody of all the registers of the school (admission register, stock register, TC issue register, etc) and be responsible for misplacement or loss.
- Ø Substitute classes in an emergency/maximum teacher being absent.
- Ø Attend the telephone calls in the absence of the Principal in the office.
- Ø Take charge and maintain a record of furniture in the school.
- Ø Maintain a book of accounts for internal school collections (*SDF, canteen rent etc*) and present to stakeholders (*parents, staff and students as demanded*).
- Ø Prepare and present SDF, Token fee, new admission fee book of accounts to the auditors during auditing.
- Ø Support teachers for any ad hoc preparation in the classroom/school.

ii. Librarian

a. School library Policy:

- Ø The library in-charge should keep the record of all the library books according to the number.
- Ø All the **books** should be sealed with the school seal.
- Ø The in-charge should maintain the stock register and issue register.
- Ø He/she should make a rule for the library students.
- Ø He/she should arrange the books according to the class level.
- Ø Any loss of the books should be charged with the price indicated in the book list.

- Ø The library stock should be accountable to any officials of the RGOB.
- Ø He/she should prepare the book requisition as per the level of the school and get it submitted to the office for further submission.
- Ø All the teachers and students have to consult the teacher librarian to take the books during the library period only.
- Ø Children have to return the books after the library period.
- Ø Any books lost or damaged by students or teachers should be either replaced or paid the cost.
- Ø Librarians should maintain a cash book record of any penalties collected.
- Ø The fund could be used in purchasing new books or can be used in repairing the damaged books. It could also be used in improving the library atmosphere. The expenditure incurred should be properly recorded with verification by the school head.

b. Roles and responsibilities of librarian

- Ø Maintain library records.
- Ø Take library classes
- Ø Issue and collect library books whenever necessary.
- Ø Substitute classes in absence of maximum teachers are absent.
- Ø Submit requisition/procure library books and equipment as permissible by the directives of concerned organizations.
- Ø Coordinate library club.
- Ø Maintain a proper book of accounts related to loss of books and any fee collected or obtained for the library.

Ø Maintain old books, paste book pockets and make all the books available in the library readable to the library users.

Ø Support teachers for any ad hoc preparation in the classroom/school

iii. Caretaker

Ø To hoist and lower the National Flag every day.

Ø Look after the school's compound and other properties during night time.

Ø Attend to the telephone calls in the absence of Principal, vice-principal and Admin Assistant in the office.

Ø To circulate school notice and collect necessary details from the teachers during office hours

Ø Printing, photo copying, compiling, cyclostyling of exam papers, test papers, serving tea during examination, taking care of waste paper during examination.

Ø Ringing of bell for assembly, change of periods.

Ø Preparing, Lighting of butter lamp and offering of *yoenchap* for *chosham*, *jamyangphodrang*.

Ø Minor maintenance of admin block, classrooms, school compound, fences, toilet, drains and assembly ground etc.

Ø Maintain regular supply of water for drinking and toilets.

Ø Prepare, serve refreshments for guests/staff/teachers during the intermission of the class as and when time demands.

Ø Clearing the garbage pit by segregating waste.

Ø Support teachers for any ad hoc preparation in the classroom/school

iv. Cleaner (Dry/wet sweeper)

Ø Prepare and serve tea and snacks for teachers/staff on a regular basis and guests in the school/during special occasions.

Ø Sweep/clean two blocks of students' toilet two times during the school day.(once after second period and once after lunch break)

Ø Clean/sweep the staff toilet once a day.

Ø Maintain cleanliness in the school office, staff room, corridors, steps, floors, ceiling as and when required. Take care of flowers and plants excluded in the house areas with support of caretakers.

Ø Support teachers for any ad hoc preparation in the classroom/school