** Job Description**

**Designation:** Academic Admin/Coordinator

# Purpose of Function :

# The Academic Administrator is responsible for managing and coordinating the academic affairs of the school, ensuring the curriculum is effectively implemented, supporting teaching staff, and working to improve the academic experience for students. This role typically reports to the Head of School or Principal and may involve both administrative and leadership duties.

# Key Tasks:

* Connecting with parents over calls resolving queries and arranging for meetings with HMs
* Woking on the Admissions process.
* Maintaining Student’s Personal Files.
* Activity report, academic dashboard updating and LMS checking.
* Updating regular students’ attendance in Classes 365.
* Maintaining Dropout students and updating it to M&E.
* Preparing transfer certificate and maintaining the record.
* List Preparation for New session- complete data of textbooks/notebooks/stationary/Uniform requirement/ID card of every class.
* Maintaining article sheets of all students
* Working on the requirement of ID cards for all students for new academic sessions.
* Uniform Distribution – Summer uniform and winter uniform distribution planning and smooth execution with coordinators.
* Coordination with HMs for student-specific information.
* SPOC of M&E & Purchase teams for departmental information.
* Responsible for obtaining the necessary approvals from the principal and placing the indent as per the departmental requirement.
* Collection of Annual fees in the form of NEFT & Cash from parents & students and maintaining details/records of it and passing it to the finance team.
* Regular interaction with Store and Purchase for the requisition and receiving of the same
* Registration and payment completion of students as per the requirement.
* Record Maintaining – Attendance Data, Fee pending, TC received applications, Fee receipts, Issuing Transfer Certificates, AWL register, Fee records, Absent student records, Personal files of students
* Daily absent students calling and updating the reason in the register.
* Tentative headcount for meals to the kitchen department (Every Week)
* Completion of student’s profile on classe365.
* Responsible for checking & signing all bills received from the accounts department.
* Students list to different departments as per their requirements.
* Printing Exam papers & result.

**CBSE work/MIS/UDISE/NIOS**

* Knowledge of all CBSE/MIS/UDISE/NIOS related work – Student registration, TMA, LOC, OASIS, Website updating, record maintenance as per CBSE, etc.

# Profile of the candidate:-

* Bachelor's degree in Education, School Administration, or a related field (Master’s degree preferred).
* Must be an excellent communicator.
* Planning and organizational skills.
* Team Player
* High level of commitment to service & working for upliftment of under privileged community
* Good interpersonal skills.
* Male candidate will be preferred