



Admin Associate at iTeach Schools

Overview

iTeach Schools is a fast-growing network of transformational schools focused on providing a free, foundational, and excellent education to secondary students. Founded in 2015, we now operate eight schools from Grades VIII to X across Pune, in collaboration with Pune Municipal Corporation and one school in Delhi. ([Read about our 5 year Journey here!](#)).

Our students hail from Pune's most under-resourced households. The secondary grades are the last laps of intervention for our students, and probably the only real chance we have left to level the playing field between them and their high-income peers.

Currently, in our sixth year, we serve 1600 students and 900 student alumni through a strong team of nearly 170 staff members. In the academic year 2020-2021, we are looking for exceptional sector leaders to be associated with our schools, and eventually expand our school network!

Responsibilities:

A- School Management

- Opening and Closing
- Housekeeping Management
- School Facility - Repairs & Maintenance
- Inventory Management - managing the school assets and materials

B- School Data Management and Updating

- Attendance Tracking Staff and Students
- Student Details and Staff Database
- Government Data work like GR, LC, Bonafide, SARAL, UDISE
- Managing School Admissions
- Procurement of goods/services
- Photocopying/Printing and School Stationery Work
- Petty Cash Management - Handling the school expenses
- Managing School Events and coordinate with Vendors, Shopkeepers

C- Front Office Management

- Managing people who come to meet Principals, teachers, and students
- Managing Meetings of Principals in school
- Coordinate regularly with Central Office for work



Qualifications and Skills:

- Educational Qualification: Graduation (any stream)
- Experience: Minimum 1 year of Administration Work experience working in Offices, Schools or Hospitals
- Computer Knowledge: Able to work on MS Office/Emails/ Google-based apps like Drive, Sheets, etc.
- Must be able to write and type in Hindi & Marathi and understand English

Application: Send your CV to recruitment@iTeachSchools.org