

School Executive Officer (Contract Post)

Proposed Scope of Responsibilities:

To assist in supervising and coordinating school administrative matters, for example:

- to assist the SMC/IMC to put in place a proper internal control mechanism for personnel and financial management;
- to support the operation of the SMC/IMC (such as communicating with school managers and relevant parties, preparing documents for meetings, drafting minutes of meetings, assisting in election and registration of school managers, coordinating school-based, joint-school or school sponsoring body-based training for school managers, and seeking legal advice based on school operational needs);
- to assist in the executive functions of financial resource management (such as procurement of goods and services, handling school trading operations, acceptance of donations, budgeting and financial control, accounting and maintenance of records) and human resource management (such as staff appointment, regrading, promotion and acting appointment, termination of employment, leave arrangement and salary assessment);
- to supervise and manage duties of non-teaching staff;
- to assist in reviewing school-based mechanisms, internal administrative arrangements and requirements (such as handling of school complaints, crisis management, parent education, maintenance of school premises and safety issues);
- to assist in handling of routine school administrative matters ; and
- to liaise with stakeholders of the school.