

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**Raa Atoll Education Centre  
Raa Meedhoo**

**Sections and their mandate**

**1. Administrative Section (A)**

- Manage front office
- Sort and distribute mails
- Manage inventory and stock
- Formulate and enforce rules and regulations for staff
- Identify human resource need for the school
- Maintain employment records
- Receive, verify and process employment documents
- Conduct staff appraisal and promotions
- Liaise with government and non government organizations
- Manage students registry
- Maintain staff attendance register
- Manage school PTA/ School Board
- Conduct staff recruitment
- Staff development
- Manage External Examinations

**2. Budget and Maintenance Section (B)**

- Manage school budget, financial resources
- Process staff pay roll
- Monitor and renovate physical infrastructure
- Implement and monitor projects
- Provide furniture and equipments
- Asses facilities development needs
- Make necessary arrangements for staff and students official traveling
- Manage School Fund
- Manage Visa, Work permit for expatriate teachers

### **3. Academic Section**

- Monitor students achievements, provide remediation and enrichment
- Conduct supervision of teachers performance
- Provide professional support for teachers and students
- Plan and manage effective utilization of teachers and other academic staff
- Manage internal exams
- Liaise with parents
- Collect and analyze and disseminate data related students performance
- School health program
- Managing Teacher Resource Centre
- Manage Computer learning Centre
- Manage Science Laboratories
- Manage school Library

### **4. Co- curricular section (D)**

- Manage school house system, clubs and societies
- Conduct inter house and inter school activities
- Conduct YDP program
- Manage and maintain resources for sports and games

### **5. Uniformed Activities Section(E)**

- Manage Uniformed Groups such as Girl Guides, Scouts, Cadet core, Band
- Organize and conduct occasion celebrated
- Maintain school garden
- Work experience program
- Prefect Board