



Motithang Higher Secondary School

Roles and Responsibilities of Assistant

Administrative Assistant

- Maintaining stock register
- Maintain staff Leave record
- Assisting Principal/Teachers/Staff/Students whenever necessary
- Maintain the files in order.
- Maintain proper record of all school documents.
- Type official letters and dispatch it on time.
- Prepare /Compile reports for necessary submission
- Maintain student's personal file/personal information
- Maintain staff profile/Database
- Collect bills and submitting to Thromde Office on time
- Receive telephone calls and inform the staff.
- Maintain all the forms and documents and must produce on demand.
- Prepare T.C by asking details from the class teacher.
- Maintain T.C issue register with the signature of the receiver.
- Update record in the admission register by marking " T.C issued on (date)

Lab Assistant (Chemistry/Physics/Biology)

- Assist the Science teachers to set the apparatus before and during the practical classes and exams.
- Identify the science equipment and chemicals.
- Assist the students in locating and providing necessary equipment during practical works.
- Maintain a record of issues and stock balances of equipment
- Stock entering as per the packing lists and supply order done by HOD.
- Work out lists for damaged equipment and glassware.
- Maintaining cleanliness of the lab.
- Keeping the equipment and chemical in alphabetical order.

Computer Lab Assistant

- To orient the students on the computer equipments like.
 - Monitor
 - Keyboard
 - Mouse
 - Hard drive and so on
- Talk to students on the importance of using computer and taking care of the things that are there in lab.
- To maintain discipline in the lab
- To assist the computer teacher during class hours and practical time.



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- To assist students during class hours
- To assist teachers during free hours
- Maintain a record of issues and stock balances of equipment
- To maintain a good stock register of the computer lab.
- Repair the systems by formatting and installing the software that are needed by the students during their learning time.
- Maintaining cleanliness of the lab.

Store -In-charge

- To maintain cleanliness within the store
- To arrange stationeries in orderly manner
- To maintain stock register and issue register for teachers and students.
- To assist teachers and students at any time.
- To assist school management during school function.
- To work out proper requisition list and procurement items.
- To forward and keep the record of challahs and bills.
- Physical verification of the stock.
- Classification of the book orderly.

Geography Lab Assistant

- To assist the geography teacher to set apparatus before, during and after the practical classes.
- To assist the students in locating and providing necessary geography equipment during the practical classes.
- Working out a list of procurement of damaged apparatus and repairing the apparatus before and after the practical classes.
- To ensure that the damage apparatus are disposed properly and ensure clean, tidy, good and safe working environment in the lab.
- Maintaining a record of issues of apparatus up to date.