

## Job Description

### ADMINISTRATOR:

- School security (doors, lift, gates, parking lot)
- Assisting parents and students
- Managing the keys and the master key
- Access cards holding/ordering/recording
- Ordering student cards
- Sharing the information with parents (schedule, teachers, food, floor, etc.), directing them to the right room
- Response to evacuation obligations (response to an alarm, ATS switches, alarm control, evacuation)
- Solving problems of small breakdowns at school, report to the right places
- Receiving parcels
- Assisting with Google Drive folders
- Translation of menus from Estonian to English
- Checking the school staff working hour table
- Creating and updating of promotional materials and documents in Russian as needed
- Making and collecting school uniform orders (receiving/packing, parents assistance / complaints / emails / updating the uniform presentation)
- Dealing with order request for furniture, supplies, etc (doing research, comparing prices / return / invoices, report to the accountant)
- Providing students with school supplies at the beginning of the school year
- Dealing with urgent requests (pharmaceutical products, putting money in a bank account, etc)
- New models for the uniform.