

Schedule of Responsibilities DISD Administration

Responsibility	Name	FTE¹	Tasks	Representative
Administration Manager	Nadja Röhrle	100%	<ul style="list-style-type: none"> - Head of Administration - Responsible for all fields of administration - Personnel management of the administrative staff - Budget compilation, controlling and reporting - Cooperation with the school management, board, consulate, parents' council - Contact with the local and German authorities 	Gudrun Herlan
Deputy Administration Manager Personnel Department	Gudrun Herlan	100%	<ul style="list-style-type: none"> - Deputy head of administration - Personnel management - Coordination of the regional further training courses in the administrative field - Rentals / financial accounting - Administrative supervision of the class trips in the UAE 	Nadja Röhrle
School Secretary's Office	Florian Herrmann	100%	<ul style="list-style-type: none"> - School secretariat - Registrations and de-registrations - KHDA Demotion Process - Visitor traffic - Information for parents - Telephone service - Mail and email processing - Management of student files - School lists; lists Arabic (MS, FS)/ Islam / Ethics - Registration and maintenance of student data in school administration software and document request - Schedule management - Travel bookings - Administrative services for staff and school management - Management of forms - Participation in capacity planning - Creation of class and student lists - Processing applications for leave of absence and school visits - Preparation of school and achievement certificates and letters of recommendation 	Jasmin Kamal Ramona D`Monte Amina Menkens

¹ Full-time equivalent

Reception	Ramona D'Monte Alphonso	100%	<ul style="list-style-type: none"> - Contact person for parents, pupils, employees, visitors - Access control - Telephone service - Registering and deregistering with the KHDA - Parent-school contract - School tours - Administrative services for staff and school management - Responsible for keeping the entrance area clean and tidy - Sorting the mail, taxi bookings - Support in the creation of certificate forms, certificate copies, certificate printing - Management of school lockers - Student absences and entry in SIS - Student and employee ID card printing 	Florian Herrmann Bus conductors Security team
Arabic Secretary's Office	Jasmin Kamal	62.5%	<ul style="list-style-type: none"> - Teacher registration and deregistration with the KHDA - Registration for teacher licensing - Cooperation and support of HR and PRO - Maintenance of statistical data in the Dubai Statistics Center system - Maintenance of the school profile and calendar data in the KHDA system - KHDA Reports - KHDA Activities / Permits - Processing applications for change Arabic (MS, FS)/ Islam / Ethics - Student deregistration in the KHDA system, transfer certificates - Keeping the register of marks at the KHDA - Translations / Interpreting DE-AR-DE - Correspondence with and contact to authorities - Communication with KHDA 	Amina Menkens Florian Herrmann Gudrun Herlan
Secretary's Office School Principal	Amina Menkens	100%	<ul style="list-style-type: none"> - School management secretariat - human resources: Creation and management of personnel files - Correspondence with and contact to authorities - Communication with KHDA - School management - Keeping the register of marks at the KHDA - KHDA: Subject Exemptions, Special Needs Update, Payment of invoices - Translations / Interpreting DE-AR-DE - Renewal of school licences 	Jasmin Kamal Florian Herrmann

Purchasing School Uniform School Bus	Sabine Berti	87.5%	Purchasing <ul style="list-style-type: none"> - Responsible for purchasing (including school supplies, office supplies, furniture, equipment, appliances, marketing articles, IT, teaching and learning materials etc.) - Planning and budget responsibility for office supplies and school shop - Processing of enquiries, offer comparisons, decision papers, orders - Cooperation with budget managers - Correspondence and negotiations with suppliers - Control of deliveries, acceptance of goods, checking of supplier invoices - Main responsible for school shop - Management of access cards and keys - Responsible for the equipment of the property - Cooperation with the caretaker team/facility management - Responsible for the school archive School bus management (outsourced to STS) <ul style="list-style-type: none"> - Contact to STS School Uniform <ul style="list-style-type: none"> - Quality Control - Planning and implementation of design changes Catering <ul style="list-style-type: none"> - Coordination of catering by bus attendants - Operation of the helpdesk for hospitality requests 	Jovelin Estrada (Catering, Schoolshop, Bus) Nadja Röhrle (Purchasing, Bus)
Finances	Johanna Kaehler <i>Accounts</i>	100%	<ul style="list-style-type: none"> - Accounts receivable/payable - Payroll accounting - Fixed asset accounting - Annual accounts - Payments and bank transactions - Cooperation regarding budget preparation and controlling 	Cornelia Siemers
	Cornelia Siemers <i>Cash Operations</i>	87.5%	<ul style="list-style-type: none"> - Cash operations - Payments and bank transactions - Cash receipts/payments (suppliers, staff, parents) - Posting in the accounting system - Invoicing and dunning procedures - Petty cash accounting - Cooperation regarding registration and de-registration process 	Johanna Kaehler

School Libraries	Jessica Scherneck <i>Secondary level library</i>	100%	<ul style="list-style-type: none"> - Overall responsibility for secondary level, primary school and learning resources library - Planning and budget responsibility for school libraries - Inventory build-up, administration, selection of media - User support - Cataloguing - Offers for pupils - Conducting events 	Yvonne Rein-Harmucu
	Yvonne Rein-Harmucu <i>Primary school library</i>	75%	<ul style="list-style-type: none"> - Responsible for primary school and learning resources library - Inventory build-up, administration, selection of media - User support - Cataloguing - Offers for pupils - Conducting events 	Jessica Scherneck
School Clinic	Hilde Arnold <i>School nurse</i>	100%	<ul style="list-style-type: none"> - First Aid and emergency care - Prevention and check of transmittable diseases - Contact with and adherence to the requirements laid down by the Dubai Health Authority, Dubai Municipality - Consultation regarding questions of health, health education - Cooperation with and support of the school doctor - Maintenance of the medical pupil records - Vaccinations in the presence of the school doctor - Responsible for checking the canteen operator with regard to the nutrition regulations of DHA 	External supply nurse through Emirates Home Nursing
	Dr. Keli Zaineb <i>School doctor</i>	n/a	<ul style="list-style-type: none"> - Present in the school for 4 hours per week (2x2). - Tasks corresponding to the requirements of the Dubai Health Authority (DHA) <ul style="list-style-type: none"> o Vaccinations o Examinations (new admissions, classes 5 and 9) o First Aid and emergency care o Contact to DHA o Consultation 	n/a

PR Work /Marketing	Corinna Rösner (Team Head)	100%	<ul style="list-style-type: none"> - Responsible for marketing and PR work - Planning and budget responsibility for marketing/PR work - Development of a marketing strategy - Planning and implementation of marketing activities - Planning and implementation of school events - Responsible for creative decisions by the school - School photographer, corporate identity, graphic work - Maintenance of the school website, supervising social media - Responsibility for print media and advertising material - Recruiting and support of partners and sponsors - Operating the event help desk and room planning 	Yvonne Würtz
	Yvonne Würtz (Assistant)	100%	<ul style="list-style-type: none"> - Support in the field of marketing and PR work - Planning and implementation of marketing activities - Planning, organisation and coordination of internal events - Room Planning for events - Responsibility for and update of school calendar - Planning and Organization of School photography - Support in the field of maintenance of the school website, supervising social media - Support in preparing and coordinating print media, advertising material and merchandise - 	Corinna Rösner
Property Management	Bibinosh Cherian	100%	<ul style="list-style-type: none"> - Planning and monitoring the repair of the property and the building - Development of a long-term plan for the property management - Administration of the premises with regard to the cleaning, systems, operation, maintenance, smaller building projects - Development and maintenance of the guidelines and procedures for the property management, health and security - Negotiating annual maintenance contracts - Planning and budget responsibility for property management - Personnel responsibility for caretaker and technical team - Operating the FM help desk 	Nadja Röhrle
Public Relation Officer (PRO)	Hani El-Shahawi	100%	<ul style="list-style-type: none"> - Responsibility for regulating all matters with the UAE authorities - Preparation of the documents and applying for visas, work permits, occupation health cards - Cooperation with the authorities when applying for and renewing the school licence 	Jasmin Kamal Gudrun Herlan Nadja Röhrle

Sport Coordinators (non-curricular) Afternoon Activities	Jonathan Bland	100%	<ul style="list-style-type: none"> - Organisation and quality controls of the afternoon activities in cooperation with external providers - Planning and coordination of the school offers for afternoon activities - Training the school teams - Organisation of and participation in competitions, tournaments - Sport in the breaks, staff sport - Planning and implementation of sporting events - Planning and budget responsibility for the non-curricular sport field - Cooperation with sport teachers, representation if required - Responsible for maintenance, control and care of equipment for non-curricular sport - Communication with parents and pupils 	NN
IT Administrator	Rineez Ameer	External	<ul style="list-style-type: none"> - Administration of the ICT processes and procedures for the school - Preparation and maintenance of an annual ICT development plan - Planning and budget responsibility for IT - Administration and support of all school ICT projects - Installation, maintenance and repair of ICT appliances, software installations - Support for the network infrastructure - Operation the IT help desk - Training and support of the staff regarding IT questions 	Supply via external company Interconnect