

## **SAKTHI FOUNDATION - UNI 5 SCHOOL**

### **RESPONSIBILITIES OF HELPERS [environment helpers]**

1. Helpers are 4 in number. [number of helpers are changeable]
2. Helpers will be always keen about the school campus, class room maintenance and children.
3. Helpers are expected to be charm looking, dressed neatly with aprons.
4. They will be cleaning the school campus, office room, Staff room, Principal room, correspondent's room and classes and rearranging the materials every day after all children leave.
5. Helpers also take care of the bathroom and toilet.
6. Helpers will be assisting the teachers in settling the children.
7. Helpers will be assisting the teachers in and out of the class room and also in office.
8. They will be the communicators between office and staff through various modes like circulars, chits of communication etc.
9. Materials must be taken care by the helpers by proper cleaning.
10. Wastages must be discarded properly.
11. Paper, wooden waste materials must be sent for recycling.
12. Helpers must help the children to use bath room and toilets.
13. They are also expected to clean the children in all ways whenever there is a need.
14. Helpers are expected to clean any type of untidiness in the school and children.
15. They are responsible for children's bags, snack boxes, foot wears and extra dresses.
16. Every day helpers are expected to maintain the extra pair of dresses of the children.
17. Kitchen corner, cutleries has to be maintained properly.
18. 2 helpers are expected to come daily at 8.30 A.M to prepare the school to get functioned.
19. Smiling face, politeness and sincere dedication with motherliness are the great qualities of the helpers.
20. Helpers also observe the children and give the feedback.
21. Their communication with staff and parents must be polite at the same time they have to approach the school authorities if they have any problem of any type.
22. They will be having a general body meeting once in a month.
23. They are expected to come at any time if there is a need.
24. They are the role models for the children especially in talking and serving.
25. They cannot be ignored in any circumstances and disrespected by any one including our children.

26. They are expected to sweep and mop the rooms daily and dust the materials also.
27. They are expected to clean the walls and ceilings of the school building once in a month and whenever there is a necessity.
28. They are expected to bring their aesthetic sense wherever it can be implemented.
29. They need not wait for a long time before principal's room or correspondent's room and they can enter with a request.
30. They can take leave by informing the school before 24 hours.
31. In emergency case of leave they have to inform the school through the phone.
32. They can bring their children below 6 years in case of emergency and care them in the school.
33. They are expected to finish their lunch between 12.30 – 1 and start cleaning the rooms and help the staff in rearranging the rooms for next day session.
34. If any child gets delayed in going home one among them is expected to stay back along with the concerned staff and hand over the child to the parents.
35. Helpers must have a mobile of their own.
36. Helpers are expected to conduct rituals, festivals along with staff and help in all arrangements.
37. They are expected to purchase requirements for weekly days [chapathy dough, carrots, groceries, toilets items] and hand over the bill to the school office.
38. They are expected to clean the items and make it ready for next day usage. [Ex: carrots has to be washed and made into small bits for chopping]
39. They need to respect others but need not behave like slaves before others.
40. They must help in any context to all the school members.
41. They are expected to accompany the staff members during any purchase.
42. They are expected to prepare snacks, hot water etc daily.