**DUTIES OF THE SENIOR WOMAN/MASTER**

1. Forms part of the 2nd Line Management
2. Works closely with the teacher In-Charge of students’ Affairs
3. Pays particular attentions to pupils needs and affairs
4. May be actively involved in the selection and appointment of prefects to ensure the proper functioning of school prefects system as an integral part of the school and administration.
5. Is in charge of organisation the main Assemblies and church services; this include:

* Invitation of preacher for church services- calendar to be submitted to him at the beginning of term with reminders made when service date is due (copy of calendar to be submitted to the director.
* Ensuring that Hall is properly arranged for the above in liaison with the teacher on duty.

1. Assists in supervision of pupil’s general appearance and that they are in proper uniform always.
2. Forms part of the disciplinary committee.
3. Is actively involved in organisation of civvies days, with function and marketing committee.
4. Assists in catering of school functions, e.g. meal planning, preparation of food, feeding arrangements etc.
5. Any other duties.