

Name of School: St Stephen's College (District: Southern)

Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage before end-October 2016)

We (the School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

Objective

After reviewing the operation of the school, the measures below will be devised to enhance the overall effectiveness in student support / teaching-related administrative work, especially in using SSC Portal System to allow quick access to student information / teachers' workload / repairing request.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student support / teaching-related administrative work	To enhance the administrative effectiveness and reduce administrative workload in documents routing and student information management through the use of SSC Portal system	Employ a Clerical Assistant to handle the work related to the information management electronic system (SSC Portal) and continual update of student information through this electronic system with access rights granted as appropriate to search / download student information (especially medical records) systematically for outdoor activities / preparing grouped name list	-Student information can be well organised and grouped name list can be well prepared by SSC Portal system to facilitate the managing, searching and retrieving of student information -80% of the staff opine that the electronic system can enhance the efficiency of the administrative work of student information	\$310,212 Salary for Clerical Assistant for 24 months (MPF included) (From 21/4/2016 to 20/4/2018)	- The electronic-system will continue to be utilized to manage student / alumni information - Other support staff in the school will continue to assist the enhancement and management of students / parents information

Signature of Supervisor :

Name of Supervisor :

Date :


Prof Frederick Leung

6th April, 2016

¹ Examples: Administrative procedure and framework / mechanism, financial management, student support / teaching-related administrative work, information management and communications, and school premises management.