

厦门华锐莱普顿学校行政值班管理制度

为保障学校的安全稳定及教育教学工作的有序进行，实现学校管理无真空，特制订学校行政值班管理制度。

一、值班人员工作职责：

1. 进行校园巡视工作，密切注意学校内部的安全情况，尤其对要害部分的检查和监督，加强防火、防盗及自然灾害的防范意识。
2. 巡查、维护校园内当天正常的教育教学秩序；
3. 巡查当天学生就餐情况和餐厅秩序；
4. 夜间值班期间协助学部做好晚自习、活动、就寝的检查工作，维护好教学区和宿舍区秩序。

二、值班人员工作要求：

1. 值班时间：值班当日上班时间-次日上班时间，24 小时值班，值班人员当晚应住宿于学校值班室。
2. 认真按要求填写《学校值班登记表》，华锐双语学校和华锐莱普顿高级中学登记表分别放置于南、北校区宿舍楼前台。
3. 值班检查中发现的问题，次日要反映到相关部门或校领导。
4. 填写两校区《陪餐记录表》，填写陪餐餐次为值班当天中午午餐、晚餐及次日早餐。
5. 如遇特殊情况不能值班需经校领导批准，并安排他人代替。
6. 值班时如遇重大、紧急、突发事件，须及时向校领导报告，必要时提醒接班领导注意。
7. 对值班期间擅离职守、未按规定及时核实、报送紧急信息、造成迟报、漏报、瞒报、误报的，将予以批评并督促整改。

三、值班信息

南校区值班室：B105，值班电话：6198772

北校区值班室：B513，值班电话：6198879

附件：1. 《学校值班登记表》

2. 《陪餐记录表》

CRS Administrative Duty System

To ensure the safety of the school, education and teaching order, the school administrative duty management system is specially formulated.

1. Responsibilities:

- 1) Carry out campus inspections, pay close attention to the internal safety of the school, especially the inspection and supervision of key parts, strengthen the awareness of fire prevention, theft prevention and natural disaster prevention.
- 2) Inspect and maintain normal education and teaching order during the campus day.
- 3) Inspect students' dining situation and canteen order on that day;
- 4) During the night shift, assist faculty in the inspection of evening self-study, activities, and dormitory order, maintain the order of teaching and dormitory area.

2. Requirements:

- 1) On-duty hours: start of working hour on the day of duty to the start working hours on the next day, 24-hour duty, staff on duty should stay in the school's duty dorm that evening.
- 2) Fill in the "School Duty Registration Form" as required. The registration form for Chiway Bilingual School and Chiway Repton Senior High School are placed at the front desk of the dormitory building on the South and North campuses respectively.
- 3) Problems found during on-duty inspection should be reported to relevant department or school leaders the next day.
- 4) Fill in "Meal Accompanying Record Form", and fill in mealtimes for lunch and dinner on the day of duty and breakfast the next day.
- 5) In case of special circumstances, duty personnel who cannot be on duty must be approved by school leaders and arrange for someone else to replace him/her.

- 6) Urgent or unexpected events must be reported to the school leaders in time and remind the relieving leaders to pay attention when necessary.
- 7) Duty personnel who leave the office without permission, fail to verify or submit urgent information in a timely manner as required, and cause late reporting, omission, concealment, or misreporting, will be criticized and supervised for rectification.

3. On-duty information

South Campus Duty Room: B105, Phone: 6198772

North Campus Duty Room: B513, Phone: 6198879

Attached Forms: 1. CRS School Duty Registration Form

2. Meal Accompanying Record Form