

08 Dec, 2020

Dear Abutu Naomi Ene

PMS/STAFF/2020/1005



OFFER OF APPOINTMENT

Sequel to your application and the subsequent interview and our discussion with you, we are hereby informing you of your appointment as a TEACHING STAFF effective from 2020-12-08 01:10:45

Terms of Appointment

1. You shall be on probation for one academic term (4 months) confirmation of your appointment thereafter will be subject to your achieving set of objectives with satisfactory conducts.
2. You are required to give a one-month notice for resignation of your appointment
3. The school reserves the right to dismiss staff summarily without notice for serious misconducts like fighting, insubordination, fraud, laziness, lateness, rudeness, absenteeism.

4. Hours of work

- i. Monday - Friday.: 7:00am - 4:00pm
- ii. You may be required to come for duty on Saturdays as the exigency of your job may demand from time to time.
5. You are entitled to half salary during the holiday of your probation period only when you come for duty as required
6. Salary during the holiday is paid only when you are required to come for duty the holiday periods.

7. Salary and allowance

The salary attached to this offer are as follows;

- i. Basic Salary.: NGN 10,000
- ii. Transport allowance per month.: NGN 2,000
- iii. Medical allowance per annum.: NGN 3,000

Gross Total.: NGN 15,000

8. School contribution policy: every staff shall participate in the contribution and repayment of such shall be from source as the monthly salary is paid. Staff who had collected a contribution cannot withdraw their appointment untill all the money owed is paid up.
9. Every staff is expected to be a member of the Paradise Staff Cooperative
10. Please note that this term is subject to change whenever the school management deem fits.

May you find grace to offer your duties to the best of your abilities.

The School Manager