

## **1. HEADTEACHER**

- In charge of overall administration and management of the school
- Plans for physical development of the school and professional development of staff
- Plans, organises, directs and coordinates the teaching programmes and activities of staff and students
- Ensures proper planning, budgeting and accountability for school activities and resources in consultation with the Board of governors
- Coordinates the functions of the board of governors and accounts to them and the ministry of education and sports
- Supervises and appraises all the employees of the school
- Directs activities concerning student admissions, provision of supplies and welfare of students
- Performs any other duty assigned by the relevant authority

## **2. Deputy Head teacher**

- Assist the head teacher in the overall administration and management of the school
- Supervise the non-teaching and support staff
- Ensure effective and efficient maintenance of records of material resources, facilities and information services, for efficient accountability.
- Enforcing discipline in school
- Organising and assisting in the management and implementation of the curriculum
- Ensuring integrity of external and internal examinations through effective administration and supervision
- Preparing academic plans, programmes and timetable of the school
- Perform any other duty assigned by the relevant authority

### **3. Director of studies**

- Is the secretary to the Heads of department meetings
- Implementing the school academic and curriculum programmes
- Servicing the staff with examination body(UNEB) information
- Ensuring the integrity of examinations and examination processes are upheld by all teachers and students- internal and external
- To guide, interview students and parents on matters relating to curriculum and the examinations
- Preparation of timetables for internal examinations and lessons
- To coordinate the organisation and development of all assessment procedures and methods of recording students' development attainment
- To monitor curriculum implementation
- Regular audit of syllabus coverage in all subjects
- Programs to enhance timely coverage and proper content delivery
- Keep all records on students' academic progress and initiate programmes aimed at value added progress for all students
- Chairing the academic board
- Organise programs for academic day every term
- Guiding and counselling students on academic matters
- Motivate students and teachers through academic awards at class level, organise prize giving events, academic trips for learners, teachers' motivational excursions and academic benchmarking trips.
- Teaching the subject of specialisation

### **4. Education officers and assistant education officers [teachers]**

- Prepare on termly and weekly basis, the scheme of work and lesson plans in line with the approved curriculum
- Conduct lessons and remedial work according to the set timetable
- Participate in setting, administering and marking internal and external examinations
- Carry out continuous assessment and evaluation of student performance

- Keep and maintain class records/inventory(registers, records of work covered, progress reports and equipment)
- Guide and counsel students
- Perform any other duty assigned by the relevant authority

## **5. Bursar**

- To process staff personal emoluments
- To prepare budget estimates and compute all revenues
- To receive and disburse funds as authorised
- To maintain proper cash accounts and prepare both monthly and daily abstracts
- To prepare monthly and annual financial statements, reports and books of accounts
- Perform any other duty as may be assigned by the relevant authority

## **6. Stenographer/ secretary**

- Type and present work for signature
- Take dictations and then transcribe
- Receive and file correspondence, minutes and other documents
- Receive visitors and attend to their queries
- Receive telephone calls and channels them to appropriate offices
- Book and schedule appointments for the head of institution
- Receive and dispatch mail
- Draft letters and prepare responses to simple routine letters
- Look after the office welfare and ensure that the office is well facilitated and secure

## **7. Library assistant**

- Index all books and reading materials in the library
- Receive incoming books and keep a proper record of them
- Issue books and other reading materials to users
- Arrange books on the shelves in a systematic manner
- Ensure security of library books and reading materials
- Keep a record of all outgoing and incoming books
- Perform any other duty as may be assigned by relevant authority.

## **8. Laboratory assistant**

- Assist teachers in preparation for science lessons and practical work
- Prepare samples, equipment and chemicals to be used in teaching science subjects
- Keep and stock apparatus, equipment and chemicals for use in the laboratory
- Assist teachers and students during science practical lessons
- Open and close the laboratory
- Keep records of the laboratory apparatus and equipment
- Perform any other duty assigned by relevant authority

## **9. Enrolled nurse**

- To examine patients(learners and staff) and give them appropriate first aid treatment
- To disseminate information on primary health care to students
- To maintain records of administered drugs and patients
- To direct referral cases to appropriate medical centres
- Formulate budget plan for the school clinic in terms of medical supplies and training plans
- To perform any other duty as assigned by relevant authority.