**1. Introduction of the Business**

**Vision**

To be a leading educational institution that fosters holistic development and academic excellence in students, preparing them to excel in a dynamic world.

**Mission**

* To provide a nurturing environment that encourages critical thinking, creativity, and lifelong learning.
* To deliver high-quality education that meets the diverse needs of our students.
* To engage with the community and create opportunities for students to develop socially, emotionally, and intellectually.

**Objectives**

1. **Academic Excellence:** Ensure that students achieve high academic standards through a well-rounded curriculum and dedicated teaching staff.
2. **Student Development:** Promote the personal growth of students by encouraging participation in extracurricular activities and providing support services.
3. **Community Engagement:** Strengthen ties with the local community by involving them in school activities and encouraging student-led initiatives that benefit society.
4. **Employee Satisfaction:** Create a positive work environment for staff through fair job roles, regular performance appraisals, and a competitive payroll system.

**2. Job Role Design**

**Position 1: Principal**

**Job Description (JD):**

* Lead the overall administration and management of the school.
* Implement the vision, mission, and goals of the school.
* Supervise academic programs, extracurricular activities, and staff development.
* Engage with parents, the local community, and educational authorities.
* Ensure compliance with educational regulations and policies.

**Job Specification (JS):**

* **Education:** Master’s degree in Education or related field.
* **Experience:** Minimum of 10 years in education, with at least 5 years in a leadership role.
* **Skills:** Leadership, decision-making, communication, organizational, and interpersonal skills.

**Key Result Areas (KRAs):**

* Academic performance and growth of the school.
* Staff development and satisfaction.
* Student enrollment and retention.
* Community engagement and partnerships.

**Key Performance Indicators (KPIs):**

* Percentage of students achieving high academic performance.
* Number of professional development programs conducted.
* Rate of staff retention.
* Level of community involvement in school activities.

**Position 2: Teacher**

**Job Description (JD):**

* Plan, prepare, and deliver instructional activities that facilitate active learning.
* Develop lesson plans that align with the curriculum and school standards.
* Assess and evaluate students' progress and provide feedback.
* Manage classroom behavior and maintain a positive learning environment.
* Participate in professional development and collaborate with colleagues.

**Job Specification (JS):**

* **Education:** Bachelor’s degree in Education or related subject.
* **Experience:** Minimum of 2 years teaching experience.
* **Skills:** Classroom management, lesson planning, communication, and subject matter expertise.

**Key Result Areas (KRAs):**

* Student academic achievement.
* Classroom management and discipline.
* Engagement in professional development.
* Contribution to school events and activities.

**Key Performance Indicators (KPIs):**

* Average student grades and improvement rates.
* Number of disciplinary incidents in the classroom.
* Participation in professional development sessions.
* Involvement in school-wide initiatives.

**Position 3: Administrative Assistant**

**Job Description (JD):**

* Manage daily administrative tasks, including record-keeping, scheduling, and correspondence.
* Assist in the preparation of reports, presentations, and school events.
* Handle communications with parents, staff, and external stakeholders.
* Maintain office supplies and ensure the smooth operation of administrative functions.
* Support the principal and teachers in various administrative duties.

**Job Specification (JS):**

* **Education:** High school diploma or equivalent; additional qualifications in administration are a plus.
* **Experience:** Minimum of 2 years in an administrative role, preferably in an educational setting.
* **Skills:** Organizational, communication, time management, and computer literacy.

**Key Result Areas (KRAs):**

* Efficient management of administrative tasks.
* Timeliness and accuracy of reports and records.
* Effective communication with stakeholders.
* Support provided to staff and administration.

**Key Performance Indicators (KPIs):**

* Timeliness in completing administrative tasks.
* Accuracy of maintained records and reports.
* Satisfaction level of staff and parents with administrative support.
* Smooth execution of school events and activities.

**3. Employee Performance Appraisal**

The performance appraisal process for the three positions will include the following components:

1. **Self-Assessment:** Employees will complete a self-assessment to reflect on their performance, achievements, and areas for improvement.
2. **Manager Assessment:** The principal (or a designated manager) will evaluate the employee's performance based on established KPIs and KRAs.
3. **Peer Review (Optional):** Colleagues may provide feedback on the employee's collaboration, teamwork, and contribution to the school community.
4. **Goal Setting:** Based on the appraisal results, new goals and development plans will be set for the upcoming year.
5. **Feedback Session:** A one-on-one meeting between the employee and their supervisor to discuss the appraisal results, provide constructive feedback, and outline steps for improvement.

**4. Employee Payroll System**

The payroll system will be designed to ensure fairness, transparency, and accuracy in compensation. Key components include:

1. **Salary Structure:**
   * **Principal:** A fixed salary with bonuses tied to school performance metrics.
   * **Teacher:** A base salary with potential for increments based on student performance, professional development, and years of service.
   * **Administrative Assistant:** A fixed salary with potential bonuses for exceptional performance and support in school activities.
2. **Deductions:**
   * Taxes, social security contributions, and any other statutory deductions.
   * Voluntary deductions, such as contributions to retirement plans or health insurance, if applicable.
3. **Bonuses and Incentives:**
   * Performance-based bonuses for meeting or exceeding KPIs.
   * Attendance bonuses for consistent, punctual attendance throughout the school year.
   * End-of-year bonuses for all staff members based on the school’s overall performance.
4. **Payroll Process:**
   * Payroll will be processed monthly, with salaries deposited directly into employees' bank accounts.
   * Employees will receive a detailed pay slip each month, outlining their earnings, deductions, and net pay.
   * The payroll system will be managed using reliable payroll software to ensure accuracy and compliance with legal requirements.