**TASK 3**

**1. Introduction of the Business**

**Name:** Greenfield Academy

**Vision:**  
To nurture young minds by providing a holistic education that fosters academic excellence, creativity, and ethical values, preparing students for a successful future.

**Mission:**  
To create a supportive learning environment where every student is encouraged to achieve their full potential through a well-rounded curriculum, innovative teaching methods, and a focus on personal development.

**Objectives:**

* To deliver high-quality education that meets the needs of the community.
* To promote an inclusive environment that values diversity and encourages respect.
* To continuously improve teaching standards through professional development.
* To ensure student success through individualized learning plans and regular assessments.

**2. Development of Job Descriptions (JDs), Job Specifications (JS), Key Responsibility Areas (KRAs), and Key Performance Indicators (KPIs)**

**Position 1: Principal**

**Job Description (JD):**

* Oversee the day-to-day operations of the school.
* Implement educational programs and policies in alignment with the school's vision and mission.
* Lead and mentor the teaching staff, promoting professional development.
* Ensure the school's adherence to government regulations and educational standards.
* Develop and maintain relationships with parents, the community, and educational authorities.

**Job Specification (JS):**

* Master's degree in Education or related field.
* Minimum 10 years of teaching experience, with 5 years in a leadership role.
* Strong leadership, communication, and organizational skills.
* Ability to manage budgets and resources efficiently.

**Key Responsibility Areas (KRAs):**

* Academic leadership and curriculum management.
* Staff recruitment, development, and retention.
* Financial planning and resource management.
* Student admissions and retention strategies.

**Key Performance Indicators (KPIs):**

* Student performance metrics (e.g., exam results, graduation rates).
* Teacher satisfaction and retention rates.
* Budget adherence and financial health of the school.
* Parent and community engagement levels.

**Position 2: Senior Teacher**

**Job Description (JD):**

* Develop and deliver engaging lessons in accordance with the curriculum.
* Assess student progress and provide feedback to students and parents.
* Participate in the development and implementation of school policies.
* Mentor junior teachers and contribute to their professional development.
* Organize extracurricular activities and school events.

**Job Specification (JS):**

* Bachelor’s degree in Education or subject-specific field.
* Minimum 5 years of teaching experience.
* Strong subject knowledge and teaching skills.
* Ability to work collaboratively with colleagues.

**Key Responsibility Areas (KRAs):**

* Lesson planning and delivery.
* Student assessment and progress tracking.
* Mentorship and support for junior teachers.
* Participation in school activities and events.

**Key Performance Indicators (KPIs):**

* Student achievement in assigned subjects.
* Quality and innovation in lesson delivery.
* Engagement in extracurricular activities.
* Feedback from students and parents.

**Position 3: Administrative Assistant**

**Job Description (JD):**

* Manage the school’s administrative tasks, including record-keeping, communication, and scheduling.
* Provide support to the principal and teaching staff as needed.
* Handle inquiries from parents and the community.
* Assist in organizing school events and meetings.
* Ensure the school’s compliance with safety and administrative regulations.

**Job Specification (JS):**

* Associate's degree in Business Administration or related field.
* Minimum 3 years of administrative experience.
* Excellent communication and organizational skills.
* Proficiency in office software (e.g., MS Office).

**Key Responsibility Areas (KRAs):**

* Office management and administrative support.
* Communication with parents and the community.
* Event coordination and logistics.
* Compliance with administrative procedures.

**Key Performance Indicators (KPIs):**

* Efficiency in administrative tasks and record-keeping.
* Timeliness in communication and scheduling.
* Satisfaction levels of staff and parents.
* Compliance with safety and administrative regulations.

**3. Employee Performance Appraisal**

**Performance Appraisal Approach:** **Behaviour-Based**

**Performance Appraisal Form:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Appraiser Name:** | Click here to enter text. | **Date of Interview:** | | |  |
| **Employee Name:** | Click here to enter text. | **Position:** | | |  |
| **Behavioural Competency** | | | **Performance Rating 1-5** | **Comments** | | |
|  |  | | |
| Leadership | | |  |  | | |
| Teamwork | | |  |  | | |
| Communication | | |  |  | | |
| Problem-solving | | |  |  | | |
| Adaptibility | | |  |  | | |
| Customer-orientation | | |  |  | | |
| Time Management | | |  |  | | |
| Initiative | | |  |  | | |
| **OVERALL PERFORMANCE RATING** | | |  |  | | |
| Strengths | | |  |  | | |
| Areas for improvement | | |  |  | | |
| Developmental plans | | |  |  | | |
| **Appraiser’s Signature:** | | |  |  | | |
| **Employee’s Signature:** | | |  |  | | |

**4. Employee Payroll System**

**Payroll System Design:**

* **Payroll Schedule:** Monthly
* **Components:** Basic Salary, House Rent Allowance (HRA), Medical Allowance, Travel Allowance, Bonus (if applicable).
* **Deductions:** Provident Fund, Professional Tax, Income Tax (if applicable).

**Payroll Process:**

1. **Salary Calculation:** Calculate based on the attendance, leave records, and performance bonuses.
2. **Payroll Generation:** Use payroll software to generate payslips.
3. **Disbursement:** Transfer salaries directly to employees' bank accounts by the 5th of every month.
4. **Record Keeping:** Maintain records of payroll disbursements for auditing and compliance purposes.

**Payroll Compliance:**

* Ensure adherence to labor laws regarding minimum wage, overtime, and benefits.
* Regularly review and update the payroll system to reflect changes in regulations and employee contracts.