



Starting Your School

Workbook 3

A STEP BY STEP GUIDE

Starting Your School

A Step by Step Guide to Success
Location and Staffing Workbook

Addlo Montessori Training Center
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Starting Your School

THE PLANING PHASE

The Location and Staffing Workbook



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LOCATION AND STAFFING

In this workbook, you will decide on the location and staffing factors you need to plan your school.



Starting Your School

THE LOCATION

What is your budget for the Location?

Pick one of the choices below.

Are you buying land and building?

Do you have a property?

Are you going to rent a property?



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THE LOCATION

What are the steps you are going to take to ensure that you get a location sorted in the next few weeks? (By your target date)



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STAFFING

Are you going to be the Head Teacher are you employing someone?

If you are employing someone, list the job description, qualifications, work experience, salary and include steps you plan to take to employ, and when the appointment will commence.



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STAFFING

Head Teacher....



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STAFFING

Are you going to be the Business/Marketing Manager or are you employing someone?

If you are employing someone, list the job description, qualifications, work experience, salary and include steps you plan to take to employ, and when the appointment will commence.



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STAFFING

Business/Marketing Manager.....



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STAFFING

What is your teacher to child ratio:
In the creche?

In the Toddler/ Playgroup class?

In the Nursery section?

In the Primary School Section

List the job description, qualifications, work experience, salary and include steps you plan to take to employ both the teachers and the assistants you will need, and when the appointment will commence.



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STAFFING



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Starting Your School

This is not the end
Keep going
Cleaner, Cook, Driver,
Security Guard;

