



WELCOME TO
*School
Administration*

**THE MONTESSORI TEACHER
AND PROFESSIONAL
MONTESSORI EDUCATOR
PROGRAM**

By Ayopeju Falekulo
AN ONLINE PROGRAM

Workbook



ORGANISATIONAL STRUCTURE

Think about it and Map out your
School's Structure below.

You can always restructure and work
on this till you are sure it is right for
you.





STRUCTURE NOTES

.



SCHOOL POLICY



PLAN TO SET THINGS IN PLACE CORRECTLY

List of Policies, how and when to get it done



SCHOOL FINANCE



HOW TO MANAGE THE MONEY CORRECTLY

Open School Bank Account

Give yourself a salary

Keep Records of what comes in and out

Have a budget

Do not dip your fingers in the schools purse!



SCHOOL BANK ACCOUNT DETAILS



YOUR SALARY



FINANCIAL REPORT PROCEEDURE IN PLACE

YES / NO



SCHOOL BUDGET



**PLAN A YEARLY BUDGET AND THEN A TERMLY
BUDGET**

 **SCHOOL BUDGET**

 **CONTINUED**

 **SCHOOL BUDGET**

 **CONTINUED**



STAFFING



WHAT IS YOUR PLAN?



REPORTING AND ASSESSMENT



WHAT IS YOUR PLAN?



STAFF TRAINING



WHAT IS YOUR PLAN?



SCHOOL CURRICULUM





SCHOOL RECORDS





SCHOOL GROWTH



WHAT IS YOUR PLAN?

