Sections and their mandate

1. Administrative Section (A)
   - Manage front office
   - Sort and distribute mails
   - Manage inventory and stock
   - Formulate and enforce rules and regulations for staff
   - Identify human resource need for the school
   - Maintain employment records
   - Receive, verify and process employment documents
   - Conduct staff appraisal and promotions
   - Liaise with government and non government organizations
   - Manage students registry
   - Maintain staff attendance register
   - Manage school PTA/ School Board
   - Conduct staff recruitment
   - Staff development
   - Manage External Examinations

2. Budget and Maintenance Section (B)
   - Manage school budget, financial resources
   - Process staff pay roll
   - Monitor and renovate physical infrastructure
   - Implement and monitor projects
   - Provide furniture and equipments
   - Assess facilities development needs
   - Make necessary arrangements for staff and students official traveling
   - Manage School Fund
   - Manage Visa, Work permit for expatriate teachers
3. **Academic Section**

- Monitor students achievements, provide remediation and enrichment
- Conduct supervision of teachers performance
- Provide professional support for teachers and students
- Plan and manage effective utilization of teachers and other academic staff
- Manage internal exams
- Liaise with parents
- Collect and analyze and disseminate data related students performance
- School health program
- Managing Teacher Resource Centre
- Manage Computer learning Centre
- Manage Science Laboratories
- Manage school Library

4. **Co-curricular section (D)**

- Manage school house system, clubs and societies
- Conduct inter house and inter school activities
- Conduct YDP program
- Manage and maintain resources for sports and games

5. **Uniformed Activities Section (E)**

- Manage Uniformed Groups such as Girl Guides, Scouts, Cadet core, Band
- Organize and conduct occasion celebrated
- Maintain school garden
- Work experience program
- Prefect Board