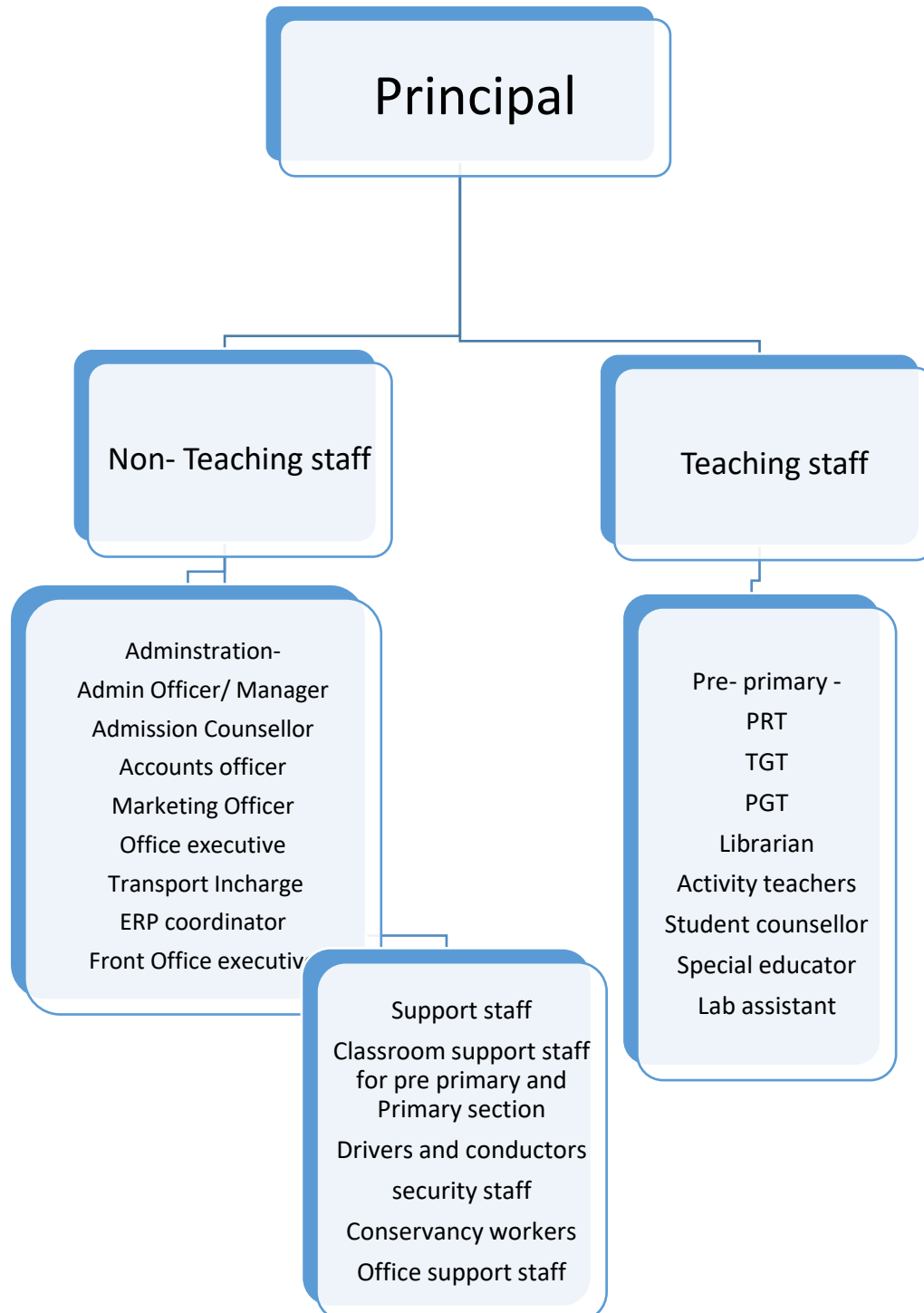


## HUMAN RESOURCES AT SCHOOL

### Staff profile and structure



## School Staff profile

A per CBSE norms, school must have 1.5 teacher per classroom this is excluding activity, sports and support teachers.

Post	No. of position	Details
Principal	1	Experienced head of the institution to lead both Academic as well as Nonacademic staff
Preprimary teachers – Grade 2	Minimum 3	One main mother teacher for each class
Assistant teacher for Pre primary	Minimum 3	Advisable to have 1 assistant teacher in each class to support mother teachers
PRT- Grade 3-5	Minimum 7	One subject specific teacher for each subject - Mathematics, Science , SST, English, Hindi, Computers and Sanskrit
TGT- Grade 6-8	Minimum 7	One subject specific teacher for each subject - Mathematics, Science , SST, English, Hindi, Computers and Sanskrit
TGT/ PGT 9-12	Minimum 7	One subject specific teacher for each subject - Mathematics, Science , SST, English, Hindi, Computers and Sanskrit
Sports teacher	Minimum 1	Trained sports teacher
Activity teachers	Minimum 3	Trained teachers for – Music, Dance, Art and Craft
Librarian	Minimum 1	Qualified Librarian
Lab Assistant	As per requirement	1 assistant in every lab
Student Counsellor and special educator	Minimum 1	Trained counsellor and special educator
Admin Officer/ Manager	Minimum 1	Experience of working and managing schools is advisable for overall administrative management of school in support of school management and Principal
Marketing officer	Minimum 1	For all branding and admission related work
Admission Counsellor	Minimum 1	For admission counselling
Accounts officer	Minimum 1	For handling all accounts related matters
Transport Incharge/ Office executive/	Minimum 1	
ERP coordinator/ IT coordinator	Minimum 1	
Front Office executive	Minimum 1	At the reception
Grade 4 employees/ Support staff	As per requirement	<ul style="list-style-type: none"> <li>Classroom support staff for preprimary and Primary section</li> <li>Drivers and conductors</li> </ul>

		<ul style="list-style-type: none"> <li>• security staff</li> <li>• Conservancy workers</li> <li>• Office support staff</li> </ul>
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**Please note** - Variations in final number of teachers and staff might be there, subject to final number of admissions

### **Recommended Teacher Recruitment criteria for Seth M.R. Jaipuria Schools**

Level	Post	Qualification	Salary Bracket
Head of the institution	Principal	Post-Graduation or higher in any teaching subject along with B.ED or Higher	1,25000 PM onwards
Pre-primary	Mother teacher	NTT/ELT - minimum experience 1 year	25000/- onwards
Primary (Class 1-5)	PRT/Assistant Teacher	ETE can be considered for class 1 and 2/BA, B.Ed./JBT, B.Ed. or equivalent (minimum 2 years of experience)	22000 onwards
Primary (Class 1-5)	PRT	ETE can be considered for class 1 and 2/BA, B.Ed./JBT, B.Ed.(minimum 2 years of experience)	25000/- Onwards
Middle School (Class 6-8)	TGT	Post Graduate; B.Ed. (minimum 2 years of experience) Graduate; B.Ed. (minimum 4 years of experience of teaching class 6 -8)	30000/- onwards
Senior secondary School ( 9-12)	PGT	Post Graduate or higher in Specific subject; B.Ed. (minimum 4 years of experience of teaching class 9-12)	40000/- onwards
Co-curricular teachers	Activity teachers	Graduation plus specialization in respective field	25000/- - Onwards
Admin / Non-teaching staff	Admission counsellor/ Admin incharge / FOE etc	Minimum Graduate with required qualification and experience	25000/- onwards

**Please note:** It is recommended that Salary levels should be at par if not better than with pay commission levels or as prescribed in the project report submitted at the time of Agreement signing

#### **Other Benefits**

- Secured furnished accommodation for outstation candidates is mandatory.
- Accommodation maybe on single occupancy or sharing basis for single candidates
- Family accommodation may also offered at schools discretion
- Fee concession for the child's education as per norms of Jaipuria Schools may be offered
- Conveyance for commuting to school will be at Schools discretion
- Provision for meals will be ta schools discretion