

School Organisation Structure

School Administration

Document type: Plan / SOP / strategy / guide · Generated 13 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Designs a school organisation structure — management/principal, academic coordinators/HODs, teachers, administration, and support — with roles, reporting and ratios (including pupil-teacher ratio), so governance and academics run well as the school grows. Use it to structure the school. For hiring use the Teacher & Staff Recruitment Kit.

Purpose of this tool & output

Design leadership, academic and admin roles

How the output is used

Use the builder to design leadership, academic and admin roles clearly.

Important cautions

Maintain the required pupil-teacher ratio and constitute mandatory committees (SMC, POSH, child-protection); these are compliance requirements, not optional.

Companion documents

- School Setup Guide
- School Business Plan
- School Feasibility Study
- Vision, Mission & Philosophy Builder
- Infrastructure & Facilities Plan
- Pre-School / Play-School Setup

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.