



## AGREEMENT TO CONDITIONS OF SERVICE FOR FULL-TIME STAFF MEMBERS

This agreement is between the Trustees of Amano Christian School and

.....

Its purpose is to ensure that the aims and Christian testimony of the school are maintained and to promote and maintain a good understanding between the parties aforementioned.

1. I agree to serve the school for a period of ..... years, ..... months  
from ..... until at least .....  
subject to the terms and conditions of this agreement. After which the agreement shall be ongoing by mutual consent. I understand that the actual termination date must not fall within a school term, but must be after the last day of term.
2. I agree to serve in the capacity of .....  
as agreed with the administration and defined in the relevant job description, and in such capacities as the administration may from time to time reasonably require.
3. I agree to follow all school policies, and be under the immediate authority of the relevant Head of Department, who is responsible to the Administrator and/or Board of Governors and Trustees.
4. I agree to sign the attached statement of faith, thus indicating my acceptance of the statement. I understand that this statement forms an integral part of the agreement.
5. I agree to make every effort to maintain unity by refraining from promoting controversial doctrines or behaviour amongst staff or pupils.
6. I agree to devote myself to the service of the school during the hours of duty as stipulated in my job description and for such time as the administration may reasonably require, and use my best endeavours to promote the smooth operation and reputation of the school. I agree that activities I may wish to be involved in, other than those stipulated in my job description, must have the agreement of the Board of Governors/Trustees to avoid conflict of interest.
7. I agree to perform skilfully and diligently all the work reasonably considered by the administration to be within the scope of, or incidental to, my job under the agreement and within my capabilities.
8. I agree to work and dwell in such places as the administration may from time to time direct.
9. I agree to meet the rental costs of any accommodation and hard furnishings made available to me, and that other household equipment, utensils and bedding shall be provided by myself if not already in the dwelling. The cost of facilities such as telephone and electricity shall be met by myself. Maintenance shall be done by the school, but any non-essential decoration or alterations must be undertaken by myself after consultation and agreement with the administration. Should I prefer to live in accommodation off-campus other than that which is provided, such arrangements and costs are by mutual agreement and are my own responsibility.
10. A school nurse will provide basic medical treatment, and I agree that should any other medical/dental complaints require my referral to other medical centres with a good reputation; the costs will be covered by myself or sponsor. I agree to abide by the malaria prevention programme of the school as per attached form.
11. I understand that I will not be paid a salary by the school, and agree that my financial support shall be provided by the sending church/body or other sponsors. This support must cover air fares and daily living expenses. I agree

'For the Lord gives wisdom and from His mouth comes knowledge and understanding.'

that any donation given through, or by, myself for the work, structures or equipment at Amano Christian School shall become the sole property of the School.

12. I agree to abide by the dress code of the school as laid down in the General Information For Staff document.
13. I agree to share with the Administration any article about the School I intend to publish, to reduce the possibility of misunderstandings arising.
14. I agree to be responsible for my own transport and understand that no transport will be provided by the school except for official business previously sanctioned by the administration.
15. I agree to consult the Administration before arranging leave. I also agree to take all local leave during the school holidays and to ensure that all necessary duties are performed beforehand should I wish to be away from the school site for most of the school holiday period. I agree to give as much notice as possible when arranging overseas leave for emergency health or compassionate reasons.
16. I agree to give the Administration two terms' notice of intent to take a furlough, and understand that at least two years must be served before a furlough is considered. The length of a furlough shall depend on the number of years served. The Board of Governors and Trustees shall carefully consider the best interests of the staff member and the school before agreeing to the furlough.
17. I understand that if either party wishes to terminate the agreement, a minimum of three months notice is required and that I will not be permitted to leave during a school term unless there are exceptional circumstances.
18. I understand that this agreement may be immediately terminated if I shall at any time disobey, neglect to perform or comply with any lawful directions given by the school administration, or fail to observe any of the conditions or stipulations in this agreement, or in the opinion of the Board of Governors and Trustees be guilty of:
  - insubordination
  - dishonesty
  - drunkenness
  - immorality
  - any other misconduct or neglect of duty, or be convicted of any criminal offence.

Signed by ..... Date .....  
(Staff member)

Signed by ..... Date .....  
(Chairman or Vice-chairman of the Trustees)

Revised 30<sup>th</sup> June, 2011