

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: MANAGEMENT – 700 Administrative Services
 701 - ADMINISTRATION

Responsibility: Principal

This Policy was last ratified by School Council in 2015.

1. **PURPOSE:**

School Administration personnel and procedures will be focused towards implementing the School Council Policies and Annual Implementation Plan and Strategic Plan. The needs, rights and responsibilities of the students, parents, teachers and the community are to be observed whilst remaining within the guidelines of the School Council, Department of Education & Training (DET) and various community and legal agencies. The School Administration should ensure that the school functions as a harmonious and cohesive unit.

2. **GUIDELINES:**

The School Administration is responsible for:

- 2.1 The management, security, maintenance and development of all the school equipment, buildings and grounds.
- 2.2 The social and physical needs and welfare of the students and staff within budgetary guidelines and using available resources.
- 2.3 School routines and procedures.
- 2.4 Consultative decision-making strategies.
- 2.5 Communication between all parties.
- 2.6 The Professional Development of all Staff.
- 2.7 Teacher effectiveness, including Performance and Development Plans.
- 2.8 Financial and accounting management.
- 2.9 Management of the School records.
- 2.10 All Education Support, the contract cleaner and similar services where applicable.
- 2.11 The projection of the school's image in the community.
- 2.12 Staff will be allocated administrative duties commensurate with their position and experience.
- 2.13 Expert Teachers will be deployed where appropriate to ensure that expertise and experience are distributed throughout the school.
- 2.14 The Principal, in consultation with the School Council, may vary this Policy if unforeseen circumstances arise.