King David Primary School
Management Framework Policy

Delegation of tasks:-

FOUNDATION
Approve major alterations and repairs.

GOVERNORS
Approve budget
- variation over approved limit

Authorise minor improvements

HEAD
Authorise expenditure
- variation up to approved limit

Authorise orders

DEPUTY HEAD
Organise expenditure for Standards Fund
Check invoices and organise payment

ADMINISTRATIVE OFFICER
Prepare initial budget estimates (in conjunction with Head)
Authorise expenditure within budget
Prepare budget monitoring report
Reconcile monthly accounts
Order goods with Head's authorisation
Collect dinner money
Bank payments/withdrawals
Maintain pupil records
Complete DfE pupil data returns (in conjunction with Head)
Handle admissions administration (in conjunction with Head)
Manage petty cash resources
Receive visitors
Support staff administration/
Manage all staff administrative arrangements
          (in conjunction with Head as appropriate)
Manage school fund
Organise quotes for repairs
Administration of fund accounts

CLERICAL ASSISTANT
Bank payments/withdrawals (in conjunction with Admin. Officer)
Assist in maintaining pupil records
Assist with admissions administration
Receive visitors
Assist with dinner money collection
Assist in the administration of fund accounts

BSM
Arrange and carry out minor repairs
Liaise with and oversee the work of contractors
Responsible for Health & Safety practices on site
Maintain Property Log Book and ensure all safety checks are up-to-date
Order cleaning materials within the budget
Supervise cleaners
Supervise contractors

BUDGET HOLDERS
Responsibility for ordering for their budget area using funds allocated for this purpose
Checking goods received and informing administrative officer whether correct

AGREED PROCEDURES FOR ADVERTISING VACANCIES

HEADTEACHER
Governors agree post
Advertise local/national
Selection, interview and appointment – Governors with Adviser, under City of Birmingham
Guidelines

DEPUTY HEAD
Governors agree post
Advertise local/national
Selection and interview – Governors with Headteacher and Adviser
Appointment – Governors with Headteacher under City of Birmingham Guidelines

TEACHER
Governors agree post
Advertise locally and/or nationally as appropriate
Selection, interview and appointment - Headteacher with a selection of: - Deputy, other appropriate
senior teachers, Governors, under City of Birmingham Guidelines

CLASSROOM ASSISTANT
Governors agree post
Advertise through Local Authority
Selection, interview and appointment – Headteacher or Deputy with a selection of:- Class teachers or
Senior Teaching Assistant, a Governor, under City of Birmingham Guidelines

OTHER ANCILLIARY STAFF
e.g. Admin. Officer, Secretary, BSS
Governors agree post
Advertise through Local Authority
Selection, interview and appointment - Headteacher with a selection of :- Deputy, Governors as
appropriate, under City of Birmingham Guidelines

DINNER SUPERVISORS, GENERAL ASSISTANTS
Number of posts – Governors
Advertise - Headteacher
Selection, interview and appointment - Headteacher, Admin. Officer as appropriate

CLEANERS
Number of Posts – Governors
Advertise – Headteacher
Selection, interview and appointment – Headteacher or BSS

TIMETABLE FOR DELEGATED BUDGETS
a) Prepare budget estimate – March
b) Present to Finance Committee – March / April
c) Present to Governors for ratification – March / April

FREQUENCY AND DETAIL OF Headteacher's REPORT TO GOVERNORS
a) Full termly report
b) Interim reports to Governors' committees or full meeting as necessary

MANAGEMENT ARRANGEMENTS
a) In the absence of the Headteacher
i.e. Head > Deputy > Member of SMT > Highest Point of Teacher Scale.
b) In the absence of the Chair of Governors
i.e. Chair > Deputy
c) In the absence of the Admin. Officer
i.e. Admin. Officer > Head > Deputy.
d) In the absence of the BSS
i.e. BSS > Head > Deputy