



CAMBRIDGE PRIMARY SCHOOL

ADMINISTRATION

Purpose

- To ensure that administrative procedures actively reflect the educational policies as established by the School Council and that all concerned with the school are part of a harmonious whole in which involvement is facilitated
- To foster effective communication between all members of the school community
- To implement the policies as set down by School Council and Department of Education
- To provide for and encourage professional development of staff
- To provide organisation and co-ordination of school routines and affairs
- To foster the use of parent expertise and encourage their involvement in school affairs
- To effectively employ all available resources to implement the aims and objectives of Cambridge Primary School in harmony with state education policy in Victoria
- To ensure ready access to both financial and professional information relevant to good decision making by all participants in the school community

Guidelines

- Communications between school groups shall be fostered through regular newsletters, parent teacher interviews and meetings of parent groups. Consideration should be given to social activities that include both parents and teachers
- Staff are to be thoroughly in-serviced in School Council and Department of Education policies, where applicable, so that they can be fully implemented. In-service shall take the form of staff, year level and departmental meetings at school and at locations away from the school environment
- Staff are to be provided with opportunities to take part in in-service activities especially those that are related to school programs. Encouragement is to be given to pursuit of additional qualifications. The school shall maintain a collection of suitable professional reading material
- Organisation and co-ordination of school routines will include secretarial and similar services, financial accounting, payroll, maintenance of school records, maintenance and purchase of office equipment, security of property and maintenance and development of school property.

Implementation

- Allocate administrative, curriculum and pastoral responsibilities of all teaching staff in accord with the job prescriptions detailed in the Professional Recognition Program Handbook
- Ensure development of timetables which reflect curriculum, supervision and administrative needs
- Provide balanced allocation of the office staff and administration staff's time to personnel, finance, curriculum support and clerical duties
- Maintain photocopying and other reproductive equipment according to need
- Professional development is encouraged through in services, staff planning at pupil free days, cooperative planning

and inter school visitations.

Evaluation

Staff and Council will be asked to respond to the following questions:

- Have Council and staff had full access to financial information?
- Has clerical assistance met record keeping information requirements?
- Does equipment operation meet needs?
- Have administrative procedures facilitated curriculum implementation?
- Is there an orderly sense of purpose in the life of the school?

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