



The Headteacher will be responsible for the day-to-day management of the school in accordance with the professional responsibilities outlined within the School Teachers' Pay and Conditions Document.

Additionally, the Governing Body will delegate some of its functions to the Headteacher. The nature and extent of the functions that are delegated must be formally defined by the Governing Body and reviewed on an annual basis. In broad terms, this would mean: (GB to determine)

Staffing:

- Undertake casual staff appointments to ensure the delivery of the curriculum and within the limits of the budget allocation and income generated from the school's supply scheme insurance and other specific income.
- Undertake temporary appointments to maintain the delivery of the curriculum within the limits of the agreed staffing structure (except where additional SEN funding may be allocated).
- Undertake permanent support staff appointments for certain categories of staff (specifically PTSAs and Cleaners).
- Make arrangements for the sanction, suspension or dismissal of staff (act as the Hearing Body as required) with sanctions further delegated to Nominated Officers appointed by the Headteacher or Chair.
- Ensure compliance with appraisal and performance pay progression arrangements in accordance with the school's pay policy.

Operational Management:

- Consistent and fair application & administration of all policies and procedures agreed by the governing body.
- Undertake consultation prior to and briefings to support implementation following adoption of new and revised policies and procedures.
- Compliance with all statutory requirements and the scheme for financing schools in Northumberland.

Finance:

- Day to day financial management of the school within the parameters of the agreed operational budget
- Maintenance of adequate and effective systems of internal financial control for all monies managed by the school.
- Monitoring of the operational budget, income, expenditure and commitment, on a day to



day basis

- Not less than termly, written reports to be presented to the GB – to include commentary on under/over spends and commitments
- Requests for significant changes to be presented to the GB in report form including cost/benefit analysis of priorities in current and future years
- Meeting the requirements of the Schools Financial Value Standards
- Virement between expenditure codes (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater)
- Virement between income codes (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater)
- Disposition of additional SEN funding (in year increases) to ensure continuity of provision
- Virement from contingency up to (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater) in any instance
- Negotiation of goods and service contracts within the limits of the agreed operational budget (to be set by Board, **limit** £5,000 (or ½ % of the budget share whichever is the greater)
- Sales of goods (e.g. uniform)
- Disposal of assets – as agreed/identified by the Governing Body
- **Additional:**
- Such other tasks and duties that from time to time may be required and specifically delegated.