



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

Procedure on how the Primary School is managed in the absence of the Principal

If the Principal is not present at the school then another Primary School Teacher will normally take responsibility as Acting Principal. The Primary School Teacher will be notified of this by the Principal who will also inform other members of the Management Team. The Acting Principal is expected to keep in daily contact with the Principal unless the Principal is away on long term leave or unwell. Taking on this role is not remunerated but is taken on as a professional development opportunity, unless the period is extended to more than two weeks in which case any remuneration package may be agreed with the Board.

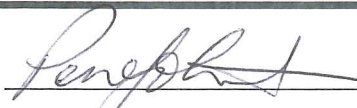
Acting Principal's duties

1. Inform other teachers of staffing arrangements for the day and put details of any change of location of staff and students on the office blackboard
2. Ensure School policies and procedures are followed to ensure health and safety of children and staff at the Primary School
3. Ensure buildings safe and secured at end of day
4. Ensure classrooms running as normal and that the daybook is sent around to record absences and pass messages on
5. Ensure primary school staff are on site as planned
6. Keep any other members of the management team informed of any matters of concern, and if required the Principal can be contacted if she is away on other work related matters rather than on leave
7. At the end of each day, once the children have left, speak with the Principal (by phone or face to face) on how the day went.

Extract from the Delegation Schedule – part of the Primary School's Finance Policies and Procedures

“During any absence of the Principal from the School for more than 5 days these delegations” (ie what the Board expects of the Principal) “ shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson..... The Acting Principal shall be a Primary School Teacher. Factors considered in delegating this role include years of service at the school and how practicable it would be for that teacher to attend to management matters as required during the course of the school day”.

Signed:



Dated:

25/06/21

Review Date:

1/06/24