



**SCHOOL
EXECUTIVE
OFFICERS**
Excellence in school
business management

Below is a list of descriptors considered when assessing an application for membership.

Duties considered to be indicative of levels of responsibilities are:

FINANCIAL MANAGEMENT:

- Financial reporting to the Board of Trustees with the Principal having ultimate management responsibility
- Management Accounting
- Prepare and monitor school budgets and forecasts
- Prepare annual accounts
- Manage compliance

HUMAN RESOURCES MANAGEMENT:

- Report directly to the Board of Trustees with the Principal having ultimate management responsibility
- Formation of Job Descriptions
- Ensure legal/contractual aspects of employment are met (particularly support staff)
- Manage payroll matters/compliance
- Selection/appointment/appraisal for support staff

PROPERTY MANAGEMENT:

- Report directly to the Board of Trustees with the Principal having ultimate management responsibility /Governing Body (for integrated and private schools)
- Management of property personnel and external contractors
- Part of team to prepare 10YP and 5YA objectives
- Management of total property budget.
- Liaison with project manager/local bodies/MOE
- Manage compliance