

Headteacher Finance Training

2013-14

The Headteacher Finance Training programme has been developed around the skills and knowledge required to be effective in managing school finances. All courses are provided as part of the School Finance Support Package and can therefore be attended at no additional charge.

New Headteachers

To help new Headteachers quickly gain the skills and knowledge needed to manage school finances, we have developed a comprehensive and progressive training plan. This plan includes:

Introduction to Managing School Finance Course

This half-day course covers a basic overview of school finance and the responsibilities of the Headteacher. Delegates will be given a Finance Induction Training Plan which will help them to identify courses that should be attended, track completion and transfer skills gained from courses back to the workplace.

Core Skills

Core Skills are essential skills needed by Headteachers to enable them to set and manage the school budget and ensure public money is protected. They include:

- Setting the Budget
- Keeping Control of the Budget
- Revising the Budget
- Protecting Public Money

It is expected that these courses would be completed within the first year of Headship.

Existing Headteachers

It is recommended that all existing Headteachers keep up-to-date with skills and knowledge by completing Finance Refreshers or undertaking additional Further Skills training.

Finance Refreshers

All of the courses within the Leadership programme are updated in line with changes in schools finance and would therefore be suitable as refreshers.

Further Skills

It is recommended that Headteachers within their second year complete the following Further Skills courses:

- Financing Your School
- Value for Money
- Capital Funding E-Learning
- Financial returns E-Learning
- Schools Financial Value Standard

Only a limited number of spaces are available for Tutor-Led courses so will be bookable on a first-come-first-served basis. For more information and to book yourself a place on a course, please visit our website:

<http://www.eficts.norfolk.gov.uk/Finance/Training/>

Remember, you can attend any of our courses at no additional cost as part any Finance Support package you have purchased for this financial year!