



ST. ANDREW'S  
COLLEGE  
Cambridge

**COLLEGE POLICY DOCUMENT**

**Administrative Tasks**

<b>Issue No.: 01</b>	<b>Document Number: STAN: 0142008</b>
<b>Issue Date: Monday 27<sup>th</sup> June 2011</b>	<b>Originator:</b>
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<b>Authorised by: Wayne Marshall</b> <b>Date: 21<sup>st</sup> July 2016</b>	<b>Signature:</b> <i>Wayne Marshall</i>

**MESSAGES:**

1. The Principal will ensure that messages for all staff members are delivered in a timely manner.
2. If the member of staff is teaching or unavailable the Principal will email the message to the staff member or if urgent, give it to the staff member as soon as they are free.

**STUDENT REQUESTS:**

1. The Principal will be responsible for all student requests for letters, copies, scans etc.
2. If the Principal is not available at the time, then the student should be asked to come back at a predetermined time and date.

**STUDENT ABSENCE REQUESTS:**

1. If a teacher or other member of staff is asked by a student to be absent, the student should be sent to their tutor as only he/she can give permission to do so.  
If the tutor is not available then the teacher or other member of staff is to contact the Principal, who will act as the tutor.

**FILING:**

1. The Principal or other member of staff will ensure that all filing within the college is completed as and when required.
2. The Principal or other member of staff will start the new files for each new academic year as information is passed from the Registrar. The order of filing is stated by the Registrar.

**STAFF ROOM STATIONERY:**

1. If stationery is required by teaching staff they should send an email to the Principal who will order it ASAP.
2. The Principal will check the supplies on a regular basis to ensure that they are adequate for the staff to use at any given time. Orders should then be made promptly.

**Reviewed:**

**September 2009, 2010, 2011, 2012, 2013, July 2014, July 2015 and July 2016.**

**Next review: August 2017.**