DECLARATION

This research project is my original work and has not been represented in any other university for award of degree.

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Nyauncho, Fredrick Mogare     E55/62527/2010

The research project has been presented for examination with our approval as university supervisors.

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ABSTRACT

This study set to investigate the influence of institutional factors on administrative tasks by head teachers in public secondary schools in Manga district. In order to carry out the research, the researcher set objectives which sought to determine the relationship between the head teacher’s academic qualifications on curriculum supervision, to establish the effect of head teacher’s communication strategies on school community relationship. The aim of the study was also to determine the relationship between head teacher’s training in handling school finance and business management.

The research design used in this study was descriptive survey method. The survey design is appropriate for this study because the researcher is interested in collecting original data so as to be able to describe the large population which cannot be observed. The study aimed at investigating influence of institutional factors on administrative tasks by head teachers in public secondary schools in Manga district Kenya. Study targeted a population of twenty eight (28) public secondary schools head teachers and 1128 teachers. The study used 26 head teachers, 184 teachers who were a sample of selected by simple random sampling from the schools that took part in the study. A sample of schools were selected from 2 girls boarding, 2 boys boarding, 23 mixed day and 1 mixed boarding was chosen.

The research instrument used were two sets of questionnaires one for head teacher and the other for teacher. The collected data was analyzed by using SPSS software. The findings of the study were; the students often involved in indiscipline cases in the school. The head teacher often prepared annual school budget. Financial problems in the schools included inadequate money to cover the schools’ expenses, government money was dispersed late and failure of some parents to pay school fees on time. The researcher recommended that the head teachers should always account for school financial and business administration periodically and also implement plans for the orderly growth and improvement of school plants facilities. The study concluded that the school related well with the community. The students were involved in indiscipline cases in the school, the head teacher prepared annual school budget and the head teachers rated opportunities of in servicing in terms of enhancing the job effectiveness as fairly useful. Hence the study recommended that the head teacher should always account for school financial and business administration periodically and also implement plans for the orderly growth and improvement of school plants facilities. The government should disperse free secondary money to schools in advance to avoid the schools from straining from financial burdens they encounter. The head teachers should undergo training to improve their administrative skills; regular seminars and workshops should be organized for incumbent principals targeted at sensitizing them to their administrative skills on how they should create good school climate, manage school finance very well. The school should be provided with head teachers who possess the fundamental philosophy of human relationships which are obviously essential in supervisions of teachers with varying years of experience and varying years of professional and also in attracting community agencies that will improve the school.