

## **Educational visits policy**

*Last updated: August 2025*

Why is this policy important?????Outdoor experiences provide young people with memorable learning opportunities that help develop independence, self-confidence, and responsibility.The guidance contained within this document will provide organisers...

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## **School business manager outreach**

*Last updated: August 2025*

Welcome to our school business manager (SBM) outreach service for ELP member schools.On this page you will find useful information if you are seeking a short term or longer term experienced SBM cover arrangement to support your school.SBM cover...

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## **Job analysis and job evaluation for Ealing schools**

*Last updated: August 2025*

1. Introduction1.1. Job analysis is the process of producing a job description based on which employees carry out their allotted duties. The latter is then evaluated through a job evaluation process to produce a grade/salary. This process has a...

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## **Support staff roles generic job descriptions**

*Last updated: August 2025*

Support staff work in many important and often multiple roles in a school. The generic job descriptions/person specifications here for support staff have been developed to support schools in a range of areas. These include:Recruiting new staff when...

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## **Admin staff and school business managers**

*Last updated: August 2025*

Administrative assistantsAdministration assistants perform a wide range of office support duties including data entry, photocopying, filing and answering the phone as well as aspects of school finance.School administrator level 1: scale 4Job...

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## **Learning support**

*Last updated: August 2025*

Teaching assistants (TAs)TAs work alongside teachers in the classroom, helping pupils with their learning on an individual or group basis. Some specialise in areas such as literacy, numeracy, special education needs, music, English as an additional...

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## **Pupil support generic job descriptions**

*Last updated: August 2025*

Learning mentorsLearning mentors support, motivate and challenge pupils who are underachieving. They help pupil overcome barriers to learning caused by social, emotional and behavioural problems.Learning mentor (primary): scale 6Job...

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## **Site staff**

*Last updated: August 2025*

Cleaning staffCleaning staff work either on their own or in a team, ensuring that the school premises are clean and hygienic.Cleaner in charge: scale 2Job descriptionPerson specificationCleaner:scale 1 (point 7 to 11)Job descriptionPerson...

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## **ELP board**

*Last updated: August 2025*

ELP board committee membersTerms of referenceCalendarELP committee membership ELP board committee members Julie Lewis (officer lead) Director learning, standards and school partnershipsLouise Singleton, Headteacher, Hambrough Primary...

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**Specialist and technical staff**

*Last updated: August 2025*

Sports coachSports coach: scale 7Job descriptionPerson specificationScience techniciansScience technicians ensure science lessons run smoothly by looking after and setting up equipment and helping out with demonstrations and practical classes....

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