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- **School business manager profile for Tracey**

Last updated: May 2024

School business manager profile for use by headteachers needing support with SBM duties at their school. Why might you need SBM outreach support? You have a SBM vacancy and are pending a start date for your new SBM. You have a long term sick SBM. Your...

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- **School business manager profile for Jatinder**

Last updated: June 2024

School business manager profile for use by headteachers needing support with SBM duties at their school. Why might you need SBM outreach support? You have a SBM vacancy and are pending a start date for your new SBM. You have a long term sick SBM. Your...

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- **Teacher appraisals**

Last updated: January 2025

Appraisal is a thorough yet supportive and developmental process designed to ensure that all teachers have the skills and support they need to carry out their role effectively. It helps to ensure that teachers are able to continue to improve their...

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- **Heatwaves**

Last updated: August 2023

Heatwave considerations for schools. Disseminate the HSE check list for school staff to manage thermal comfort in the workplace. Manage premises and their use of fans to increase air flow, water coolers, and air conditioning units...

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- **Level G descriptor**

Last updated: January 2025

Description of needs: Learning difficulties and additional and associated needs that impact significantly on learning and development – possible pathways to accreditation and work. Cognition and learning. Children and young people will have a...

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- **Support staff performance management and review**

Last updated: January 2025

Although there are currently no statutory requirements in place for school support staff, Ealing is committed to equality in the development of all staff. We recommend they also have a performance management process, which complements that of...

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- **Level C descriptor**

Last updated: January 2025

Description of needs: Very early developmental co-existing profound learning difficulties, and ASD / Social communication difficulties plus additional needs. Physical and sensory needs around coordination and sensory processing. Cognition and...

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- **What is the role of the bursar, business manager and resource management advisor**

Last updated: February 2025

Read about the different roles and what type of support is given by: School bursarial officer, School business manager, School resource management advisor. What is the role of a school bursarial officer? The school bursarial service are a team of...

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- **Admin staff and school business managers**

Last updated: November 2024

Administrative assistants. Administration 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 4. Job...

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Codes of practice (COPs) and risk assessment

Last updated: June 2025

Health and safety checklistsSchool premises health and safety and welfare inspection checklistHealth and safety checklist for classrooms (HSE website)Leading sensible health and safety management in schools - HSE (HSE website)...

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