

- **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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- **Site manager training and networks**

Last updated: October 2024

View the latest site manager and caretakers CPD training and networks. Contractor management and caretaker networks in autumn at the EEC.

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- **Management referral report from occupational health**

Last updated: April 2024

For use by schools who have bought in to Occupational Health 2024/25 with effect from 7 May 2024. The release of the management referral report marks a key stage in the referral process. Reports are issued after an occupational health...

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- **Governors visiting schools**

Last updated: November 2021

Individual governors do not have an automatic right to enter the school whenever they wish. However, they need to be able to visit from time to time in order to develop their understanding of the school. These must always be agreed by the governing...

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- **Shadowing experience needed for diversity in leadership participants**

Last updated: April 2025

Diversity in leadership programme Ealing's diversity in leadership programme is a collaboration between the Ealing Learning Partnership (ELP) and Teach West London Teaching School Hub. We support career progression pathways for...

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- **Rapid checklist for headteachers**

Last updated: June 2024

Action will depend on the nature of the incident. Ensure a full log is kept of all actions taken as they happen as well as information received. Ensure that all staff and pupils are in a place of safety and security Have emergency services been called?...

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- **Online safety toolkit for staff**

Last updated: September 2024

Protecting your professional online reputation Under 13s and Social Media (Parent zone) General guide for professionals written by SWGfL. Data security (GDPR) London Grid for Learning resources about ensuring school data security. Social...

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- **Expansion of early education entitlements and wrap around provision in primary schools 2023-25**

Last updated: June 2024

Introduction In the spring budget 2023, the Chancellor set out large-scale childcare reforms with the aim to increase availability, reduce costs and increase the number of parents using it. There are multiple phased elements across 2023-2025 to the...

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Teach West London update for headteachers and school leaders

Last updated: February 2025

Initial Teacher Training We are delighted that our trainees are making rapid progress. Thank you to all our placement schools and Lead Partners and for their feedback on the excellent quality of our training and support. Many of our trainees have...

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