

- **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...

[More](#)

- **ARP for Autism / Speech language and communication needs in high schools**

*Last updated: June 2024*

Cognition and learning Are likely to have a specific diagnosis of Autism. Some will not have a diagnosis as yet, but may be on a diagnosis pathway and / or have a social communication need or a Speech, Language and Communication Need (SLCN) that...

[More](#)

- **Guidance for schools on addressing the concerns of individual staff including risk assessment and support plan, where appropriate**

*Last updated: April 2022*

Purpose To support the process for staff who have concerns in the present COVID-19 period. These may be regarding underlying health condition or have concerns relating to their age, gender, ethnicity, medical condition, or...

[More](#)

- **Photo images needed**

*Last updated: April 2025*

Have you had a photoshoot where you could share some of the images for use in ELP publications? Help us ensure we feature and represent a wide range of Ealing schools on our websites and in publications. We are keen to increase our representation of...

[More](#)

- **School business manager (SBM) hub**

*Last updated: May 2025*

By working together, we can find creative solutions Welcome to the school business hub. The hub will provide information and links to areas that fall under the remit of business functions and include information for all school leaders to support...

[More](#)

- **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...

[More](#)

- **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...

[More](#)

- **Insurance**

*Last updated: February 2025*

Insurance section is responsible for insuring the council's assets and the insurance arrangements for community and voluntary aided schools. Choose from the following: Insurance policies Insurance procedures and report forms Insurer risk control...

[More](#)

- **Occupational health**

*Last updated: January 2025*

As part of our ongoing commitment to maintaining efficient and well-managed services that meet the current and future needs of our workforce, we are pleased to announce that all employees will now be provided with occupational health services by...

[More](#)

•

## **Induction**

*Last updated: January 2025*

Writing your school's induction policyEach school should develop a written induction policy based on a set of principles similar to those outlined by the Local Authority. Each school will also develop an induction policy statement that...

[More](#)