



# Business Manager

training courses

 | [creativeeducation.co.uk/business-manager](https://creativeeducation.co.uk/business-manager)

 | 0800 881 8185

 | [creativeedu](#)

 | [creativeed](#)

# Health and Safety Officers – Rights and Responsibilities

Ensure you have covered all the bases and your school is safe and secure

**Course reference:** 7700ZSY   **Price:** £299+VAT   **Timings:** 10am - 4pm

The health and safety officer needs to have both a good overview of health and safety requirements, provision and responsibilities, and clarity as to their role. Topics covered give general information and starting points to facilitate establishing and maintaining good and effective practice. The course is suitable for those from primary, secondary and special schools as well as FE Colleges.

## Course content

- The legal context and background of school health and safety
- Duties and responsibilities of the health and safety officer
- School health and safety policy, including a positive school culture
- Planning for good practice e.g. risk assessment and COSHH
- Implementing and monitoring policy and procedures
- Incident management and reporting

## Course dates

We run courses in 11 cities across the country

[view dates](#)

## Suitable for

New or aspiring health and safety officers who want to understand their full remit, or existing officers who want to ensure their knowledge is up to date.



*Course was extremely informative and all questions I had were answered.*

Stuart Coulson - Rainhill High School



Call: 0800 881 8185 | [www.creativeeducation.co.uk/7700](http://www.creativeeducation.co.uk/7700) | Fax: 020 7190 5853

# The Successful Personal Assistant

Develop black belt organisation skills to support your manager

**Course reference:** 8306ZSY   **Price:** £299+VAT   **Timings:** 10am - 4pm

A successful personal assistant will have the skills, qualities and determination to define objectives, build relationships, manage themselves and their time effectively. This course will examine the principles and practices to open your thinking to enable you to develop techniques and strategies to provide outstanding assistance to support your busy manager and to be a crucial part of a productive and successful management team.

## Course content

- Evaluate how senior administration staff enable the organisation to reach its goals
- Develop the knowledge and skills required for effective management
- Carry out self-evaluation and select appropriate management styles
- Assess interpersonal relationships and barriers to communication
- Examine the link between motivation and personal effectiveness

## Course dates

We run courses in 11 cities across the country

[view dates](#)

## Suitable for

Current and aspiring school PAs, who want to refresh or develop the wide range of skills needed for this demanding role



**99%** of delegates rate our courses as 'Good' or 'Outstanding'



Call: 0800 881 8185 | [www.creativeeducation.co.uk/8306](http://www.creativeeducation.co.uk/8306) | Fax: 020 7190 5853



## Reasons to choose Creative Education

20 years of experience delivering high quality CPD training to teachers and senior leaders.

Over 300 courses aimed at teachers, heads of department, middle and senior leaders and school support and premises staff.

Our courses are rated “Good” or “Outstanding” by 99% of delegates.

Courses held in 11 convenient locations across the country.

Our courses provide you with practical advice and strategies that can be used immediately.

In-house Training can be delivered throughout the year to provide you with the training you want, when you want it.

Our ready-made, tried and tested courses can be tailored to meet the needs of you and your staff in an In-house Training session.

An ever growing range of e-Learning training flexible to fit around the busy schedules of school staff.

 | [creativeeducation.co.uk/business-manager](https://creativeeducation.co.uk/business-manager)

 | 0800 881 8185

 | creativeedu

 | creativeed