

# School Business Professional

**Level:** 4

**Typical Duration:** 18 months

**Possible Job Role:** School Business Manager, HR/Finance Manager, Office Manager

## Course Overview

School Business Professionals perform a role which is unique to schools: administering and managing the financial, site, and support services within the school context. They provide essential support to school leadership teams, implementing their financial and business decisions.

The aim of the School Business Professionals Apprenticeship is to equip the learner with the knowledge skills and behaviours to perform a role which is unique to schools.

SBPs may work in any school phase (primary, secondary, special) and in different school structures: single academy trusts, multi-academy trusts (MATs), local authority maintained schools and federations, etc. Consequently, they can work in very different settings with varying numbers of people that they report to including the headteacher or School Business Director (SBD). Within this context, SBPs have a shared number of roles which shape their day-to-day activity to make this a homogeneous role in schools.

This is a school-based role and could be in the primary, special or secondary education sector.

## Qualification Achieved

On completion of this apprenticeship, you will hold a Level 4 School Business Professional Apprenticeship. Additional qualifications achieved include:

- Level 2 Functional Skills Maths
- Level 2 Functional Skills English

## Progression

The role may act as a gateway to further career and training opportunities, including, but not limited to:

- School Business Director
- Business Manager
- Level 5 Operations Manager Apprenticeship

Learners who complete the qualifications will also be eligible for registration as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support professional career development and progression.

## Learning & Assessment

Apprentices will be assigned a dedicated tutor. The tutor will visit monthly in the workplace, as well as being on hand to support throughout the duration of the apprenticeship programme. The frequency of these sessions may be more, depending on the needs of the apprentice.

## End Point Assessment

Each Apprentice must undergo an independent end-point assessment to determine the outcome of their apprenticeship. The assessments will evaluate the knowledge, skills and behaviours gained during their programme. The methods in which this apprenticeship is assessed are:

- Simulated Task
- Project report & presentation with questions and answers

## Entry Requirements

Individual employers may set their own criteria for this apprenticeship.

## Hire an Apprentice

We can work with you to source a suitable applicant for your organisation or you can up-skill your existing employees. If the employee is under 19 and your business has fewer than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees then you will contribute 5% towards the cost of the training. For any businesses paying into the levy, all training costs will be covered.

## Recruitment

With our Talent Match recruitment service, Talent Bank, we will advertise your vacancy, screen applicants and pre-interview potential prospects in order to ensure you only interview the most appropriate candidates for your vacancy – all free of charge.

## E-Portfolio

We offer a dedicated virtual learning platform which allows learners to keep on track of their course. In addition to this, it allows our tutors and employers to keep up-to-date with the progression of learners.

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