



## **School Business Professional Level 4**

**Duration: 15-18 Months**

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## Entry Requirements:

- Candidates should be working within a School Business Professional or School Business Manager role
- The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher
- Staff must be supported to cover the off the job requirement of apprenticeships (min. 6 hours per week).

## Overview:

School Business Professionals (SBPs) 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. SBPs may work in any school phase (primary, secondary, special) and in different school structures: single academy trusts, multi academy trusts (MATs) and local authority-maintained schools and federations.

There is a range of job titles that this occupational profile relates to including a School Business Manager, HR Manager, Finance Manager, Office Manager, School Administrator, Business Support Officer, Bursar, etc.

## Key Topics:

- Finance and Operational Management
- Strategic Management
- Project Management
- Change Management
- Communication and Relationship Building
- Procurement
- Human Resources
- Managing Support Services
- Governance and Risk
- Marketing
- Infrastructure
- Ethical Standards

## Qualification:

Upon completion of this programme an apprentice will achieve:

- Level 4 School Business Professional Apprenticeship
- Level 2 Functional Skills Maths (if applicable)
- Level 2 Functional Skills English (if applicable)

## Delivery:

This programme can be delivered either as Cohort or 1:1 training and uses a mix of virtual, online and face to face training methods.

## Assessment Methods:

A variety of assessment methods will be used to demonstrate knowledge and competence and based around the learning style and needs of the learner:

- Workbooks
- Assignments
- Product evidence
- Reflective accounts
- Professional Discussions
- Witness testimony
- Observation

## End Point Assessment:

EPA is conducted by an external independent body at the end of the apprenticeship and will consist of the below activities:

- Simulated Task – Short written report and presentation created in timed conditions and followed by questions
- Project report and presentation with Q & A session, underpinned by workplace project and portfolio of learning