

Level 4

APPRENTICESHIP STANDARD

School Business Professional



For careers in school business functions

- School finance clerk
- School human resources assistant
- School administration manager

Standard 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 or specialist) 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.

This standard is suitable for those who have completed a Level 3 qualification in a related subject area.

Standards – the benefits

At Learning Unlimited, we provide high quality training and development solutions for organisations across the UK. The Level 4 apprenticeship standard offered by Learning Unlimited brings together a range of benefits. From start to finish, we work with your business to tailor our training to meet your needs. With an excellent track record in delivering training to a variety of organisations and businesses, we can find a solution to help you take your staff to the next level.

Entry requirements

- Individual employers may set different requirements, however, it is expected that the apprentice has suitable Level 3 qualifications in order to progress to Level 4.
- Apprentices without Level 2 English and maths on entry must achieve this level before progressing to the end-point assessment.

Duration

- 18 months

Workplace behaviours development

- Keeps up-to-date with educational policies and embraces change. Self-motivated and supportive of others in working through change.
- Open, approachable and is able to build trust with others. Consults and seeks the views of others and values diversity.
- Demonstrates a confident approach to decision-making and prioritisation, therefore, gaining the confidence of others.
- Has the ability to adapt to different, changing and challenging situations whilst promoting the highest professional standards.

End Point Assessment (EPA)

- Written report and presentation
- Project and presentation with supporting portfolio

Skills and knowledge development

- Understand the range of educational funding streams available which are applicable to their educational setting.
- Understand the complexities of teaching and support staff contracts.
- Understand how marketing can be used to underpin school funding.
- Manage strategies set by senior personnel and draft budgets that reflect them.
- Communicate appropriately and effectively with a range of stakeholders.

Qualifications or Industry Accreditation gained

Once achieved, successful individuals will be able to perform the role of the school business professional. The qualification may also be used as a stepping stone for those aspiring to a senior or strategic role in the school business profession.

Delivery plan and apprentice progression

Throughout the apprenticeship, the apprentice is supported by a work-based tutor and employer mentor to ensure that they are progressing at the right pace and developing the skills and knowledge expected.

Month 1-4

- The organisation
- Value their skills
- Stakeholders
- Relevant regulations
- Policies
- Business fundamentals
- Portfolio tasks

Month 5-8

- Processes
- External environment factors
- Using information communication technology
- Record and document production
- Decision making
- Interpersonal skills
- Portfolio tasks

Month 9-11

- Communications
- Quality
- Planning and organisation
- Project management
- Professionalism
- Portfolio tasks
- Mock knowledge test

Month 12-18

- Personal qualities
- Managing performance
- Adaptability
- Responsibility
- Showcase preparation
- Mock end point assessment
- End point assessment

Off-the-job training

Every apprenticeship includes off-the-job training – equivalent to one day per week. This takes place during time normally spent at work but does not include the usual daily duties and responsibilities carried out as part of their normal role. It can consist of work and tasks ranging from projects, lectures and seminars to day release, blended learning and training to use specialist equipment.

It can form part of regular weekly sessions or be combined for larger blocks of time, depending on the approach that works best for the employer.

Progression

Upon successful completion apprentices will be eligible for the following job roles or further studies:

- Senior or strategic role within school business
- A degree qualification

The delivery plan may be subject to change.