

Level 4

School Business Professional

TYPICAL DURATION: 18 MONTHS



Role Profile

The role of a School Business Professional involves administering and managing financial, site, and support services within a school context. They provide essential support to school leadership teams, implementing financial and business decisions. SBPs work in various school phases and structures, with shared roles including financial management, procurement, health and safety, and human resources. This role is crucial in shaping the day-to-day activities within schools and can serve as a stepping stone for those aspiring to senior or strategic roles in the school business profession.

Qualifications

English and maths qualifications must be completed in line with the apprenticeship funding rules

Course Content

During the apprenticeship, individuals will acquire the necessary skills, knowledge, and behaviours for their chosen role and industry. This includes areas such as; Financial and Operational Management, Project Management, Change Management, Communication and Relationship Building, Strategic Management, Finance, Procurement, Human Resources, Managing Support Services, Governance and Risk, Marketing, Infrastructure and Ethical Standards.

Apprenticeship Assessment

This Apprenticeship has 2 assessment methods.

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

Typical Job Roles

School Business Manager

HR Manager

Office Manager

School Administrator

Business Support Officer

Bursar

Further Information

Candidates will be eligible to become a Full Member of the Institute of School Business Leadership (ISBL) upon successful completion of the apprenticeship.