

# SCHOOL BUSINESS PROFESSIONAL LEVEL 4 APPRENTICESHIP

## 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. 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 regular role in schools.

Learners will be eligible to become a Full Member of the Institute of School Business Leadership (ISBL- formerly National Association for School Business Management) upon successful completion of apprenticeship.

## Objectives

The programme:

- aims to equip the learner with knowledge skills and behaviours to perform a role unique to schools
- equips the learner with the confidence to support school leadership teams, implementing financial and business decisions

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 and presentation with questions and answers

<b>Facilitators</b>	Delivered through SCCU.UK
<b>Audience</b>	Suitable for aspiring or existing School Business Manager/HR Finance Manager, Office Manager
<b>Commitment</b>	18 months. 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.
<b>Dates</b>	On application
<b>Cost</b>	Free to CAT schools through Apprenticeship Levy, apply to <a href="mailto:ioe@catschools.uk">ioe@catschools.uk</a>
<b>Venue</b>	In own venue