

School Administrator Level 3 (Apprenticeship)

Overview

A school administrator allows for participation in the day to day running of any school office forming the cornerstone of any school or multi academy trust (MAT).

Objectives

The programme:

- provides transferable skills including administration, communication, IT and customer service which can be used across a broad spectrum of future roles
- contributes to the skills, knowledge and overall performance of school administration for the learner.
- provides an insight into the principles and processes of administration and can give an indepth understanding of the school sector in which the learner is working

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:

- project presentation
- portfolio interview
- knowledge test

Facilitators	Apprenticeship by SCCU.UK
Audience	Suitable for School Administrator, MAT Administrator, School Office Assistant
Commitment	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. The frequency of these sessions may be more, depending on the needs of the apprentice
Date	On demand courses
Cost	Free to CAT schools through Apprenticeship Levy
Venue	In own venue