

LEVEL 4

School Business Professional Standard

Programme Overview

The qualification looks at the values and behaviours expected of a School Business Professional. You will study 3 key areas the Knowledge, Skills and Behaviour's expected of an individual in this role.

The Apprentice must develop a portfolio that will inform the End-Point Assessment (EPA) situational judgment test and competence interview. Regular performance management/mentoring overseen by line manager is highly recommended to ensure the consistent display of competence.

Role Profile

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), 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 Head teacher or School Business Director (SBD).

Key Facts



Apprenticeship Level
Level 4



Qualification
School Business Professionals
(SBP's) Level 4



Duration
Typically 18 months

Core Knowledge

This standard delivers the following key knowledge areas:

Knowledge

Finance, Procurement, Human Resources, Managing Support Services, Governance and Risk, Marketing, Infrastructure, Ethical Standards, Finance

Skills

Financial and Operational Management, Project Management, Change Management, Communication and Relationship Building, Strategic Management

Behaviours

Change Catalyst, Decision Maker, Skilled Negotiator, Collaborative, Resilient, Challenge