



EBOR ACADEMY TRUST

NEW AND REDEVELOPED FOR AUTUMN 2021

Level 4 School Business Professional Apprenticeship Programme

★ NO COST TO THE SCHOOL OR INDIVIDUAL ★ EASY TO SET UP ★ £3,000+ GOVERNMENT CASH INCENTIVE

Investing in School Business Professional training is a vital aspect of achieving excellent management in your school.

School Business Professionals perform a unique role, administering and managing the financial, site and support services within the school context. They regularly provide essential support to school leadership teams, implementing their financial and business decisions. However, typically they receive little or no training to carry out their role!

SBPs work in primary, secondary and special schools including local authority maintained schools, single academy trusts, multi academy trusts (MATs) and federations.

Their role typically involves:

- Drafting and monitoring the school budget, setting up financial controls and reporting on performance to ensure best value for money achieved; managing payroll, maintaining accounts and financial reporting to the Head Teacher and governors.
- Management of the school site to ensure that it provides a safe and suitable learning environment; procurements of goods and services to achieve best value and oversee contract management.
- Identification of income generation opportunities on a small scale, supporting larger income opportunities.

- Preparation of marketing materials and lead a range of marketing activities to add value and promote the school externally.
- Responsibility for managing office and other support staff and for developing and maintaining effective administrative systems.
- Ensuring compliance with and implementation of safeguarding and Health and Safety policies so that all stakeholders work safely.

Qualified School Business Professionals will understand that their role is of vital importance in relation to school governance and compliance. They will also have a good understanding of educational policies and be able to implement change effectively.

Through its innovative, high quality School Business Professional apprenticeship programme, Ebor Academy Trust can provide the opportunity to upskill your new and existing school administrative professionals, enhance their development and increase their contribution to your school's overall effectiveness.

See over for course content and next steps...

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Level 4 School Business Professional Apprenticeship Programme

THE APPRENTICESHIP STANDARD: SKILLS WE'LL HELP YOU DEVELOP

Knowledge

- Finance
- Procurement
- Human Resources
- Managing support services
- Governance and Risk
- Marketing
- Infrastructure

Skills

- Financial and operational management
- Strategic Management
- Project Management
- Change Management
- Communication and relationship building

Behaviours

- Change catalyst
- Decision maker
- Skilled negotiator
- Collaborative
- Challenger
- Resilient



Course content

The programme, which has been redeveloped for Autumn 2021, will be delivered through 18 bitesize and online workshops, every four to five weeks.

These will focus on developing the required knowledge, skills and behaviours of the 'School Business Professional' Apprenticeship Standard, detailed above.

The programme will then be individualised for each learner based on their unique role and context through one to one meetings with the programme lead/tutor.

At least 20% of an apprentice's time on the programme is required to be evidenced as training and development time (referred to as off the job training). Online workshops, professional development opportunities/discussions, undertaking workplace projects, reading, research and evidence based tasks will all be provided and contribute to this.

We will work with employers and learners to develop a training and development plan that works for you and ensures the requirements are met.

Duration

This programme has a minimum duration of 18 months, dependent on the number of hours and weeks contracted.

Entry requirements

Applicants should have achieved four GCSEs (graded A* to C or 9 to 4) which must include English and Maths.

You should be working in a school office role for a minimum of 25 hours per week.

Remember – apprenticeships are for anyone of any age, to both new and existing staff who will benefit from the learning and development opportunities on programme including receipt of a L4 Professional Qualification.

If you are interested in finding out more please check out our website www.ebor.academy/apprenticeships or contact Sue Hinchcliffe, Director of Apprenticeships, email s.hinchcliffe@ebor.academy

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