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School Business Partner
L3 - Business Administrator



Apprentice Case Study

After having a career break to raise my family, I knew I wanted to do something different! I started volunteering at my local school then secured a TA position there and eventually became a SEND TA. Although I loved this role, I was drawn towards the administration function of working in a school.

I secured a role as School Office Administrator and Clerk to the Governors at a primary Academy Trust. During the staff appraisal process I expressed a desire to work towards becoming a School Business Partner/Manager. My line manager was incredibly supportive and suggested the Apprenticeship Scheme run by Ebor Academy Trust. So, I started the L3 Business Administration Apprenticeship.

“The Apprenticeship has been brilliant. The modules are well designed to flow in a logical order and are full of interesting and helpful learning. The support from my instructor, mentor and line manager has been phenomenal.”

Not only have the workshops delivered new learning, the structure of the Apprenticeship has allowed me to shadow other staff members, including senior leaders, which has broadened my understanding of the organisation in which I work and has increased my network of contacts.

My self-confidence has improved as a direct result of completing this apprenticeship. It has enabled me to better understand myself and what I want for my future career.

Since starting my Apprenticeship, I have become a School Business Manager and have recently been offered a promotion to Operational Business Partner after achieving a triple distinction in the Level 3 Business Administration Apprenticeship.

I would highly recommend this Apprenticeship to anyone interested in improving their skills and employability within a business and administration role.

Get in touch to find out more:

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www.eboracademytrust.co.uk/apprenticeships/

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