

SCHOOL BUSINESS PROFESSIONAL LEVEL 4



**Blended learning
with day courses**



Course duration
18 months (21
months with
Apprenticeship
Assessment)



EPA Organisation
Steadfast



**Training
time**
Approx. 32
sessions



**Funded
learning**
Funded via the
Apprenticeship
Levy



**Apprenticeship
level 4**

OVERVIEW

School Business Professionals (SBPs) play a pivotal role in managing and administering financial, operational, and support services within schools. By implementing the strategic decisions of school leaders, they provide essential support that ensures smooth, daily-operations and contributes to student achievement.

SBPs are responsible for a range of duties including drafting and monitoring budgets, establishing financial controls, reporting on performance, managing payroll and accounts, and liaising with head teachers and governors. They ensure that school resources are used effectively to support all students and promote social mobility.

SBPs also maintain compliance with school governance, educational policies, and operational regulations, advising stakeholders on best practices and managing change effectively. They work in a variety of school settings, reporting to different senior leaders depending on the school structure.

Upon successful completion of this apprenticeship, candidates are eligible for full membership of the Institute of School Business Leaders.

WHAT TO EXPECT

- As an apprentice, you will have approximately 32 educator sessions throughout the duration of your apprenticeship.
- You will see your educator every 3 weeks for your online sessions. These appointments will be there to discuss your progress, assign you tasks and prepare you for your apprenticeship assessment.
- There are 4 mandatory day courses that you must attend as part of your apprenticeship. The topics are:
 - Marketing
 - Procurement
 - Human Resources
 - Finance

ENTRY REQUIREMENTS

Individual employers may set their own entry requirements. The apprentice must already be employed for over 16 hours per week.

- If a candidate is 16-18 they must have achieved maths and English at Level 2 prior to completion of the course, this is something that can be completed with us if needed.
- If a candidate is 19+ and hasn't achieved in Maths and English GCSE before enrolling, it is up to the employer to decide whether these qualifications should be attempted.
- The candidate must be employed in a suitable role.

TYPICAL JOB ROLES

- School Business Manager
- School Business Director
- School Operations Manager
- School Administrative Manager
- Bursar

COURSE CONTENT

Finance & Procurement

Develop knowledge and skills to manage school budgets, financial controls, procurement processes, and resources efficiently. Apply procedures to support accurate reporting, payroll, and compliance with statutory requirements.

Human Resources & Management Support

Understand and implement HR processes, including staff management, recruitment, and development. Provide management support services to school leaders and teams, ensuring smooth, operational delivery.

Governance, Risk & Compliance

Apply knowledge of governance frameworks, policies, and risk management. Ensure compliance with legal, regulatory, and school-specific requirements to maintain accountability and best practice.

Marketing & Infrastructure

Support marketing and communication activities to promote school initiatives. Manage infrastructure, facilities, and operational resources to ensure safe, efficient, and sustainable school operations.

Professional Skills & Behaviours

Demonstrate strategic thinking, effective communication, and relationship management. Lead projects, implement change, and support school improvement initiatives while maintaining professionalism, integrity, and accountability.

EMPLOYER & LEARNER SATISFACTION

97%

of Apprentices would recommend us*

99%

of Employers would recommend us*

APPRENTICESHIP ASSESSMENT

The apprenticeship assessment includes:

- A simulated task where the candidate is given 1.5 hours to prepare a short, written report which will be presented verbally, 10 minutes for verbal presentation and 10-12 minutes for questions, all completed on the same day
- A project report and presentation with questions and answers, 10-12 minutes for presentation and around 30 minutes for questions

“THE PROGRAM WAS INCREDIBLY BENEFICIAL, PARTICULARLY WHEN TRANSITIONING INTO A NEW SECTOR OR TAKING ON RESPONSIBILITIES REQUIRING SPECIALISED KNOWLEDGE”

