

# Business and Management

## Business: School Business Professional Level 4 Apprenticeship

### In Brief

#### Start Date / Duration

This apprenticeship programme can be started at any time. This apprenticeship is anticipated to run for approximately 18 months.

#### Entry Requirements

Entry requirements for the course:

- There are no specific entry requirement qualifications related to the School Business Professional, however a level 3 qualification in Business or Business Administration would be an advantage
- 5 GCSEs grade C/4 or above, including Mathematics and English
- You will need to find an employer to employ you as an apprentice. Please see our **Apprenticeship vacancies:**  
<https://www.barnsley.ac.uk/our-departments/apprenticeships/apprenticeship-vacancies/>

#### You will achieve

School Business Professional Apprenticeship Level 4

### Course Overview

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. This level 4 apprenticeship standard is suitable for upskilling existing staff or progressing level 3 business

Admin apprentices.

It relates to various roles including a School Business Manager, HR Manager, Finance Manager, Office Manager, School Administrator, Business Support Officer, Bursar, etc.

## Course Content

### Knowledge

### What is required for occupational competence

#### Finance

Understands the range of educational funding streams available which are applicable to their educational setting. Has a working knowledge of accounting practices and understands how to apply business principles to the optimum use of funding to support learning outcomes. Understands school compliance issues. Recognises business efficiency and knows the range of data required to inform school business decisions.

#### Procurement