

School Business Professional Level 4 Apprenticeship Standard

Level: 4

Duration (norm): 18 months

Code: ST0575

Max Funding Value: £6,000

Delivery Model: The apprentice will visit the training center once every six weeks (day release). In addition, the trainer will visit the employer site for reviews throughout the duration of the course.

English and Mathematics: Level 2/C for both must be achieved prior to End Point Assessment (this content will be blended into the apprentice's study programme if it is required).

Knowledge

- **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:** Knowledge of school procurement regulations and requirements and how to achieve value for money, including collaborative procurement.
- **Collaboration:** Understands how to manage collaborative processes with other schools in order to share good practice and secure financial efficiencies. Has an awareness of the complexities of procurement law. Understands the complexities of teaching and support staff contracts, terms & conditions of employment and payroll. Understands educational HR policies, safer recruitment, and compliance with safeguarding priorities and equality legislation. Has an awareness of when to seek legal advice.
- **Managing Support Services:** Knows the impact of educational policies at an operational level in order to support the school development plan. Understands the influence of educational regulatory bodies (DfE, Ofsted, etc). Is aware of Ofsted requirements and the implications these have for the workforce and planning in a school. Knows how to manage the DfE pupil and workforce census and their impact on the school.
- **Governance and Risk:** Has practical knowledge of the supporting documentation governors need. Understands the process of risk management and procures and manages insurance cover for the school to mitigate risks as appropriate. Has relevant knowledge enabling compliance with charitable status and education law. Understands the impact of, and how to implement, safeguarding policy in a school environment.
- **Marketing:** Understands how marketing can be used to underpin school funding. Knows the marketing priorities of their school and the impact marketing activities can have. Understands

marketing activities to promote their school and takes into account e-safety when doing so.

- **Infrastructure:** Awareness of the optimum deployment of resources targeted to raise pupil attainment. Understands the significance of physical facilities and digital processes in an educational setting, e.g. facilities repair logs, student data analysis, data security and safe use of social media. Has knowledge of relevant legislation that schools must comply with, such as Health & Safety, Freedom of Information, Employment and Data Protection policies.
- **Ethical Standards:** Understands and demonstrates the highest standards of personal and professional conduct, and applies statutory regulations and provisions.

Skills

- **Financial and Operational Management:** Manages strategies set by senior personnel and drafts budgets that reflect them. Manages the accurate recording and reporting of the school's finances to inform the senior leadership team who set the priorities for school spending. Completes pre-audit checks. Produces reports that present information and data using a range of analytical processes.
- **Project Management:** Plans, organises and manages processes to ensure value for money for the school whilst supporting education delivery, e.g. contract management, payroll, building maintenance and small development projects. Uses multiple IT packages and specialised schools MIS (management information systems) platforms. Prepares and collates reporting data.
- **Change Management:** Embraces change in a school and influence others in a positive manner. Works constructively within a team environment.
- **Communication and Relationship Building:** Communicates appropriately and effectively with a range of stakeholders including students, parents, governors/trustees, staff, government and local government departments, e.g. DfE/ ESFA, to gain positive outcomes. Has the confidence to question or seek clarification of aspects of school practice when unsure or unclear.
- **Strategic Management:** Manages support services across an entire school whilst also providing guidance to colleagues on the most appropriate use of school funding. Effectively line manages small teams to drive efficiencies.

Behaviours

- **Change Catalyst:** Keeps up to date with educational policies and embraces change. Self-motivated and supportive of others in working through change.
- **Decision Maker:** Demonstrates a confident approach to decision-making and prioritisation, thus gaining the confidence of others.
- **Skilled Negotiator:** Open, approachable and is able to build trust with others. Consults and seeks the views of others and values diversity.
- **Collaborative:** Behaves in a collaborative way with other internal and external stakeholders. Promotes a team spirit and actively demonstrates professional competence in all settings and situations.
- **Resilient:** Has the ability to adapt to different, changing and challenging situations whilst promoting the highest professional standards.
- **Challenger:** Is willing to ask difficult questions whilst demonstrating an ethical, fair and consistent approach. Offers a business perspective and supports discussion and debate with professional knowledge and evidence.

External Qualification

This apprenticeship does not feature any external qualifications.

Endpoint Assessment

- Simulated task: The apprentice will be given a scenario situation and, in timed and controlled conditions, asked to write a short report and make a presentation which will be followed by questions.
- Project report and presentation with question and answer session: The apprentice will present a formal, detailed and structured report on their workplace project. (Both the project and the project report must be verified as the apprentice's own work.) The presentation will be followed by a question and answer session.

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