

# Education Pathways

Apprenticeships and training in schools

## School Business Professional Apprenticeship Programme

# What school leaders need to know

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 HR services within the school context. They provide essential support to school leadership teams, implementing their financial and business decisions. This requires them to understand educational issues as well as business management. However, typically SBPs receive little or no training to carry out their role.

When school business professionals have the appropriate training to carry out their roles effectively, they can make the best use of school resources to enable pupils to achieve their potential. 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, Education Pathways can now provide an opportunity to upskill your new and existing school administrative professionals, enhance their development and increase their contribution to your school's overall effectiveness.

Our successful Teaching Assistant programme has run since September 2018 and received excellent feedback from headteachers, teachers, mentors and apprentices. Headteachers of existing apprentices report that they have seen significant advancement in apprentices' understanding, motivation and contribution in schools. They describe growth in confidence, an improved quality of interactions and highly effective support for pupils amongst some of the benefits of the training. Apprentices have grown into new roles, taken on greater responsibilities and even in some cases been asked to model best practice. Inspired by this success, Education Pathways has developed a similar programme to enhance school business staff.

**Better still, for apprenticeship levy payers this training is usually at no cost to schools or those on the programme!**

Our Level 4 School Business Professional Apprenticeship is aimed at those employed in a school office environment, or academy trust central team. Applicants must not already hold a level 4 qualification in this, or a similar, subject area. It is also suitable for newcomers to the role and applies to both primary and secondary phases.

Education Pathways has been established by Ebor Academy Trust and is working towards providing apprenticeship programmes across the education spectrum. We are accredited as 'main providers'.

If you have any questions and for more information please contact the lead for the School Business Professional Apprenticeship Programme, Kate Girking: [k.girking@ebor.academy](mailto:k.girking@ebor.academy)



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### School Business Professional Apprenticeship Programme

**Working as a School Business Professional, or similar support role, and interested in making the most meaningful contribution you can like to become a School Business Professional? Or perhaps your Education Pathways can now provide an opportunity to upskill your professional development – across all maintained schools and multi-academy trusts – through this innovative, high-quality School Business Professional Apprenticeship Programme.**

**Our Level 4 School Business Professional Apprenticeship is aimed at all School Business Professionals or those in a similar role, who are not already hold a level 4 qualification in this, or a similar subject area. It is also suitable for newcomers to the job and applies to primary and secondary phases.**

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**Duration**  
This apprenticeship will take a minimum of 21 months to complete.

**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 30 hours per week; alternatively if your working hours are fewer than this or you follow a term time only contract, your programme of study will be extended accordingly.

**The programme is for those who are new to the role, have three or fewer years' experience, and require training to develop the expertise and skills needed at this level.**

**What will I be required to do?**  
You will be required to attend a series of workshops/training events delivered by our in-house experts, undertake self-directed learning activities, as well as complete evidence based tasks.  
It will be necessary for you to be released from your daily role for off the job learning (20% per week is the requirement), in order that you can successfully complete the programme.  
You will be able to meet the Apprenticeship Standards by covering a variety of subjects to enhance your knowledge such as finance, procurement, human resources, managing support services, governance and risk, marketing, infrastructure, strategic support which will include project management, infrastructure, skills management, financial and operational management, change management, behaviours such as change catalyst, decision maker, negotiator, collaborator, resilient, challenger.

**You will receive ongoing support from designated members of staff/mentors throughout the programme.**  
The time and venue of training events is yet to be confirmed but the training venue is likely to be York-based at our Osbalwick training centre.

**Next steps**  
If you have any questions please contact the lead for the School Business Professional Apprenticeship Programme, Kate Girking: [k.girking@ebor.academy](mailto:k.girking@ebor.academy)  
If you are already working in a school, you must first speak with your Headteacher/Head of School to obtain their permission. Then please complete the expression of interest form on our website: [www.ebor.academy](https://www.ebor.academy) under 'Apprenticeships'.

**We look forward to hearing from you!**