LMP EDUCATION
TRAINING PROVIDER

Proudly part of
Supporting Education Group

LMP SIGNATURE PROGRAMME

LEVEL 4

School Business Professional

APPRENTICESHIP PROGRAMME

Empowering school business managers with a recognised higher level qualification.



INVEST IN YOUR TEAM

- High Quality Training & Industry Relevant Content
- Expert Tutors & Mentoring
- Excellent Safeguarding & Wellbeing Support
- **Access to SEG Boost** to Support Learning
- Focus on Personal & Professional Development

#INSPIRINGAMBITION

81.5%* **EXCELLENT QUALIFICATION ACHIEVEMENT RATE (QAR)**

*Indicative QAR based on year 25/26 results

PROGRAMME
SUMMARY

4

Apprenticeship level
Level 4 Advanced

Typical duration
19 months

Training method
Blended Learning

Assessment method
Assessed project presentation

Cost/funding value
£0 / £6,000

Assessment organisation
Best Practice Network

About the Programme

Advance your career with a School Business Professional Level 4 Apprenticeship. Gain a recognised higher-level qualification and learn new practical and professional skills to support within the school environment including primary, secondary and special schools.

Who is this programme for?

This programme is for school business managers and those in similar roles who are looking to advance their careers through accredited qualifications.

Learn how to administer and manage financial, site and support services within the school context. The programme includes modules on leading a team, legislation/regulation, operational management, marketing, HR and governance/risk.

Employer Benefits

- Investing in a **Level 4 School Business Professional Apprenticeship** is a strategic move for schools looking to strengthen their management team with highly skilled professionals.
- Schools can **train existing or new employees at a reduced cost, with up to 95-100% government funding** available through the Apprenticeship Levy or other funding schemes.
- Build a highly skilled school management team with the latest advanced skills to **improve decision-making, financial accuracy and regulatory compliance.**
- Through this apprenticeship path schools can develop future leaders from within, ensuring **a strong talent pipeline** and reducing the need for external recruitment.

LMP EDUCATION
TRAINING PROVIDER



School Business Professional

LEVEL 4 APPRENTICESHIP PROGRAMME

Typical Job Roles

School Business Manager, HR Manager, Finance Manager, Office Manager, School Administrator, Business Support Officer, Bursar.

Progression Routes

Once achieved, successful individuals will be able to perform the role of the school business professional. The qualification may also be used as a stepping stone for those aspiring to a senior or strategic role in the school business profession.

Career Pathways

School Business Professional
Level 4

Operations Manager
Level 5

#INSPIRINGAMBITION



Learner Benefits

Recognised Qualification: upon completion of this programme, you will receive a nationally recognised certification.

Practical Skills Development: gain essential skills and real-life workplace experience in a school.

Earn While You Learn: you'll receive a salary while completing your qualification.

Ongoing Support: you'll have a workplace mentor and LMP tutor, providing 1-2-1 support through your learning journey.

Career Progression Pathway: this apprenticeship opens the door to further qualifications and beyond.

Industry Experience and Mentorship: gain valuable hands-on experience while working alongside experienced school professionals.

SEG Boost: access this free personal development programme providing skills for life, learning and work.

This flexible and interactive training programme includes expertly designed modules which can be tailored to suit the needs of your school.

What will you learn

LMP's comprehensive curriculum blends theoretical learning with practical application.

This programe inlude essential skills such as completing pre-audit checks, planning, organising and managing processes to ensure value for money for the school.

Learn how to support education delivery and using multiple IT packages and specialised schools MIS (management information systems) platforms.



Off the job training

Off-the-job hours are a vital part of this apprenticeship. Training is directly relevant to the programme and can take many forms, including:

- Individual study time for reflection and growth
- Apprenticeship tutor sessions and webinars
- Group learning opportunities (like inset days)
- Shadowing experienced colleagues
- Mentoring from line managers
- 1:1 performance reviews and feedback
- Attending meetings and briefings
- Learning new policies
- Relevant YouTube/TV shows
- Professional development
- Online coursess
- Enrichment activities
- Research and learning
- Collaborative planning/resource preparation

At LMP, the supportive tutors will work closely with you to create a personalised training plan that meets all requirements for this programme.

Striving for a Distinction - we provide distinction criteria for all apprentices and encourage everyone to strive for the best outcome.

Apprenticeship assessment

The (end-point) apprenticeship assessment is **an independent assessment that takes place at the end of the apprenticeship training**. This is to test that the apprentice is competent in their occupation. All apprentices must complete this assessment There are a variety of assessment methods to test apprentices' competency.

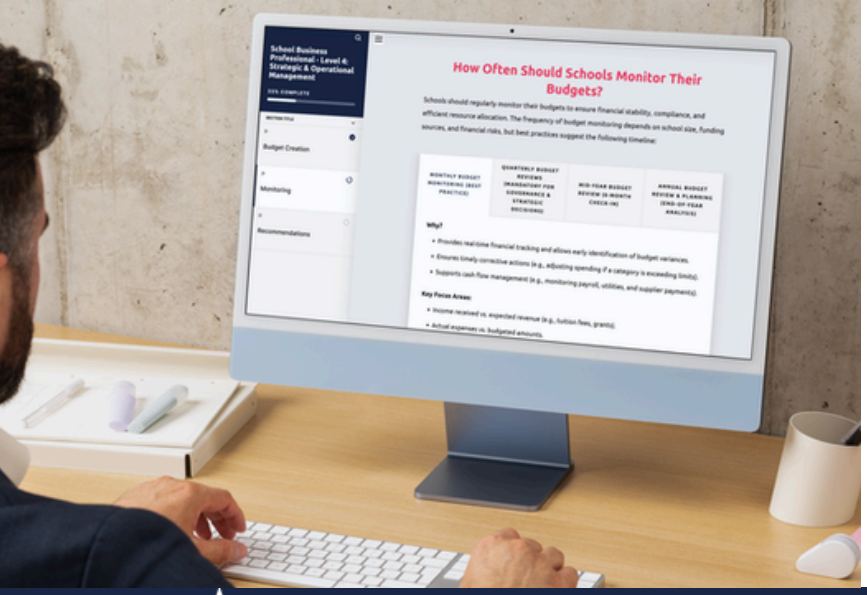
Gateway

Gateway takes place before the apprenticeship assessment. LMP Education will work with the employer line manager to **review their apprentice's knowledge, skills and behaviours.** This period of time is used to see if the apprentice has met the requirements of the apprenticeship standard and they are ready to take the assessment.

Functional Skills

LMP Education provides functional skills support to all our learners. While functional skills are no longer a requirement for learners who are 19+, LMP still offers functional skills training for those who choose to take the qualification.

LMP EDUCATION
TRAINING PROVIDER



COURSE MODULES

School Business Professional

LEVEL 4 APPRENTICESHIP PROGRAMME

Leading a Team

Programme Complete

Strategic & Operational Management

Legislation and Regulation

Professional Development and Ethical Standards

Infrastructure

Marketing

Managing Support Services

Governance and Risk

Finance

Human Resources

Procurement

LMP EDUCATION
TRAINING PROVIDER



MODULES INCLUDE

Marketing

Content includes: Marketing and E-Safety, Marketing Priorities

Finance

Content includes: Budget Planning, Financial Governance

Legislation & Regulation

Content includes: Health and Safety, GDPF, Safguarding.

Leading a Team

Content includes: Leadership Styles & Supporting Teams

Managing Support Services

Content includes: DfE & Ofsted Influences, Key Performance Indicators (KPIs)

Human Resources

Content includes: Recruitment, Workforce Planning, Legislation, Legal Advice

LMP EDUCATION
TRAINING PROVIDER

Why LMP Education

LMP Education is an award winning training provider. Our programmes are designed to support both learners and employers in training and upskilling talent across industries. We have a team of expert tutors to support learners at each step of the way on programme and beyond.

LMP EDUCATION
TRAINING PROVIDER

020 3836 4380

INFO@LMPEDUCATION.ORG

WWW.LMPEDUCATION.ORG

Our Learners Say

"The support I receive is one of the biggest benefits of the programme. Both my LMP tutors are amazing and very understanding to the constant time constraints I have and my workload. I can work at my pace along with regular meeting sessions as well as webinars which have been invaluable to me."



- Rhian Jenkins, School Business Professional Apprentice, Snaresbrook Primary School.

Work with Us

We can support you and your organisation to use the power of apprenticeships. LMP Education is a registered market leading training provider for apprenticeships. Our team can support you with recruiting an new apprentice or upskilling existing staff members. Benefit from our free recruitment service and book a discovery call today to find out more about this programme.

Employers - book a discovery call with an apprenticeship expert

bit.ly/lmp-call

Candidates - enrol today online check website for cohort start date

bit.ly/sbp-l4

Supporting Education Group · Ofsted Good Provider · Apprenticeships · Leaders in Safeguarding Accredited Gold Standard · besa British Educational Suppliers Association · bud Maximising Training Performance · Investors in People Platinum · Best Training Provider 2024 - 2025 Winner