



School Administrator

LEVEL 3



LEVEL 3
ADVANCED



TYPICAL DURATION
16 MONTHS



TRAINING METHOD
BLENDED



ASSESSMENT METHOD
PORTFOLIO



FUNDING VALUE
£5,000



EPA ORGANISATION
INNOVATE

COURSE OVERVIEW

LEARN HOW TO DEAL WITH DAY TO DAY ADMINISTRATIVE TASKS TO SUPPORT OPERATIONS WITHIN A SCHOOL ENVIRONMENT. GAIN KNOWLEDGE OF PROJECT MANAGEMENT TECHNIQUES TO MANAGE RESPONSIBILITY AND OPERATIONS

This funded training programme is designed to support school staff members people who perform operation administration and interact with others such as key stakeholders, parents/carers and suppliers. Become an outstanding written and verbal communicator and gain confidence in managing priorities.

ROLE PROFILE

The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services within a school environment. School administrators perform day-to-day activities, ensuring everything operates smoothly. Develop key skills in areas such as communication, problem solving, attention to detail, technology, organisation and time management relevant to the school.

TYPICAL JOB ROLES

School Administrator, General Administrator, HR Assistant, Team Administrator, Office Administrator, Secretary or Personal Assistant.



QUALIFICATIONS INCLUDED

Business Administrator
Level 3 Standard

PROGRESSION ROUTES

This role may be a gateway to further career opportunities, such as management, School Business Manager or other senior administrator roles.

WHAT TO EXPECT FROM LMP EDUCATION

- Monthly Learning Progression for Steady Growth
- Real-World Applications from Day One
- Comprehensive Leadership Toolkit
- Tailored Support with Mentorship
- Diverse Learning Methods for All Types of Learners
- Prepare for Future-Ready Leadership
- End-Point Assessment (EPA) Ready
- Experienced Tutors and Delivery Support Team

Contact Us

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