

School Administrator

LEVEL 3 APPRENTICESHIP PROGRAMME

Supporting the education sector through enhanced administration skills and knowledge.

72%

OF OUR LEARNERS

say that this programme
prepared them for success
in their future career

INVEST IN YOUR TEAM

- High Quality Training
- Industry Relevant Content
- Commitment to Excellence
- Expert Support and Mentoring
- Excellent Safeguarding and Wellbeing
- Focus on Personal and Professional Development

#INSPIRINGAMBITION



PROGRAMME SUMMARY



Apprenticeship level
Level 3 Advanced



Typical duration
16 months



Training method
Blended Learning



Assessment method
Portfolio



Cost/funding value
£0 / £5,000



EPA organisation
Innovate

About the Programme

Develop essential administration skills required within the school environment with this Level 3 School Administrator Apprenticeship. Learn how to support with managing school finances, student data, supplier contracts while ensuring compliance with safeguarding and governance standards.

Who is this programme for?

This programme is for those looking to develop their career within administration, either new or existing staff members. This training programme adapts the Business Administration Standard to the unique demands of educational settings.

Employer Benefits

- Taking on a **School Administrator Apprentice** is a valuable investment for schools looking to strengthen their team and nurture future talent. Apprentices bring enthusiasm, fresh ideas, and a willingness to learn, helping to create a skilled and motivated workforce.
- **Develop a Skilled, In-House Professional** - Apprentices are trained to your specific systems, processes, and values, making them more effective than externally trained hires.
- **Cost-Effective Workforce Development** - Apprenticeships are more affordable than hiring experienced staff, and training costs are largely government-funded (especially for smaller schools).
- **Fresh Perspective and Enthusiasm** - Apprentices bring new energy, digital fluency, and fresh ideas—especially around admin tech, systems, and communication.
- **Streamline School Operations** - Support with core tasks such as attendance tracking, data entry, scheduling, reception duties, correspondence, and finance support.
- **Increase Capacity Without Overstretching Existing Staff** - Helps ease workload pressures during busy periods, such as admissions, Ofsted preparation, or the start of term.
- Apprenticeship programmes can also be used to upskill existing members.



LMP EDUCATION
TRAINING PROVIDER

School Administrator

LEVEL 3 APPRENTICESHIP PROGRAMME

Typical Job Roles

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

Progression Routes

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

Career Pathways



School Administrator
Level 3



**School Business
Professional**
Level 3

#INSPIRINGAMBITION



Learner Benefits



Gain Real-World, Transferable Skills - Develop essential skills like communication, organisation, time management, customer service, and IT.



Earn While You Learn: you'll receive a salary while completing your qualification, so no need to worry about student debt.



Achieve a Recognised Qualification - Adds credibility to your CV and supports future academic or professional development.



Learn How a School Really Works - Gain a broad understanding of how different departments operate—from HR and finance to teaching and management.



Build Confidence and Professional Networks - Develop confidence in the workplace, including working with colleagues, managers, and clients.



Ongoing support: access to a LMP Tutor providing 1-2-1 support throughout your apprenticeship.



Career pathway: a School Administrator Apprenticeship, provides a pathway to career progression with opportunities for advancements within the school or industry upon completion.

What will you learn

This School Administrator apprenticeship programme will help develop key skills in areas such as communication, problem solving, attention to detail, technology, organisation and time management relevant to the school. You will learn about administration in an educational environment, supporting budgeting and financial management for schools, procurement and supplier management for school resources, supporting student data systems and record-keeping, coordinating staff schedules and training.

In this comprehensive Level 3 programme you will develop your knowledge around topics such as understanding organisational structures, managing staff/leadership team, and liaising with parents/carers.

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 courses
- 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.

End point assessment

End-point assessment (EPA) 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 an EPA. There are a variety of assessment methods to test apprentices' competency.

Gateway

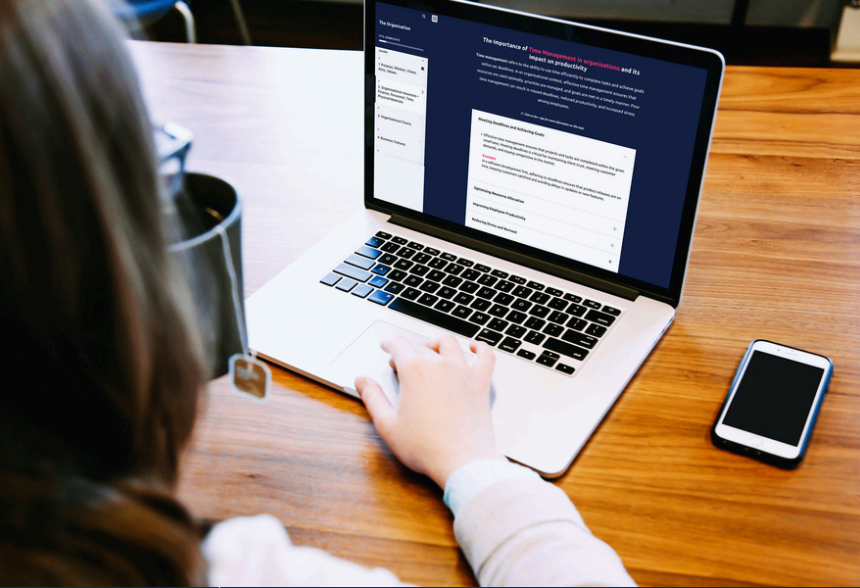
Gateway takes place before an EPA can start. LMP Education will work with the employer to **review their apprentice's knowledge, skills and behaviours**. This period of time is used to see if the apprentice has met the requirements of the apprenticeship set out in the apprenticeship standard, and they 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.

[Learn more about functional skills at LMP →](#)

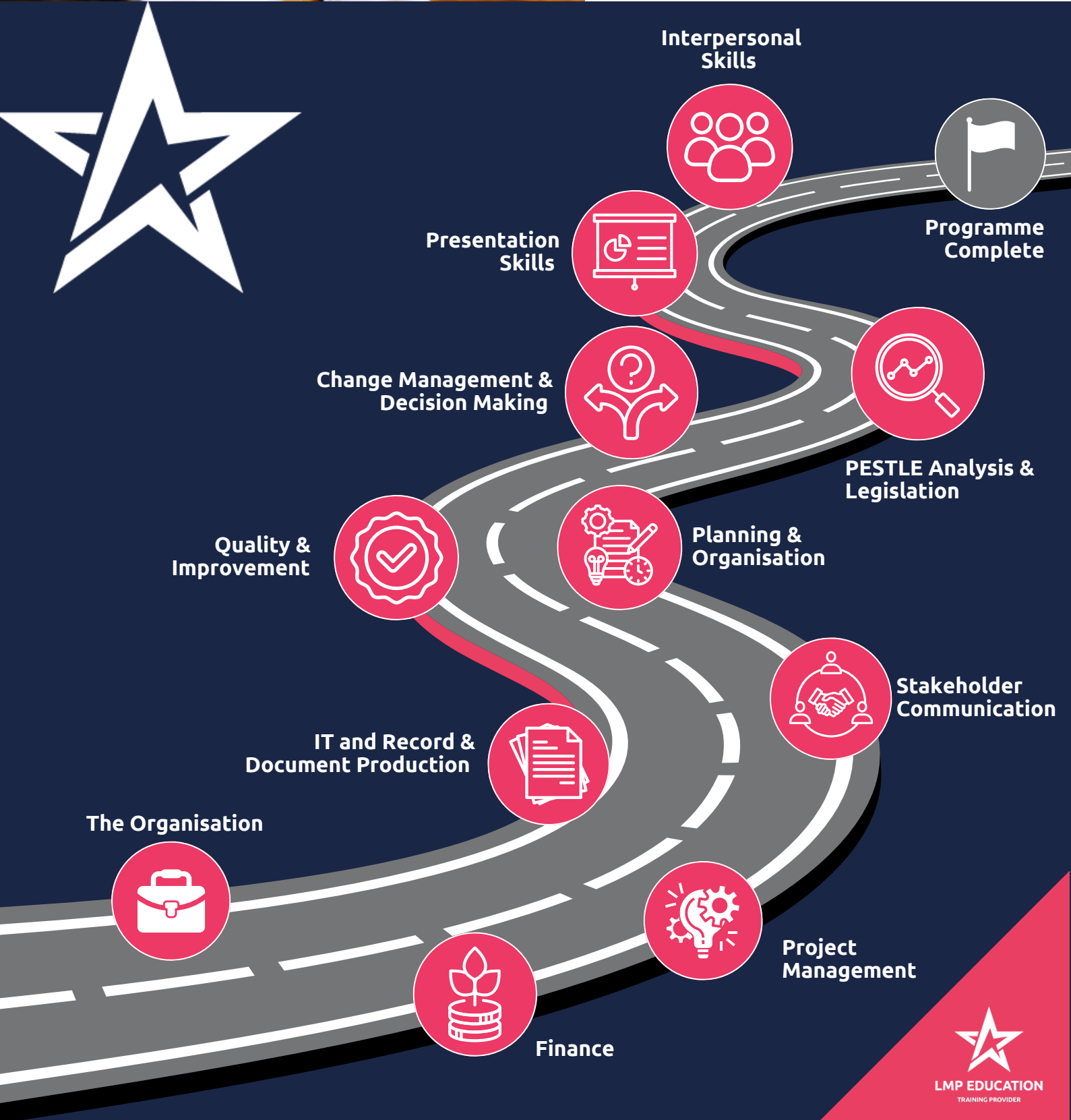


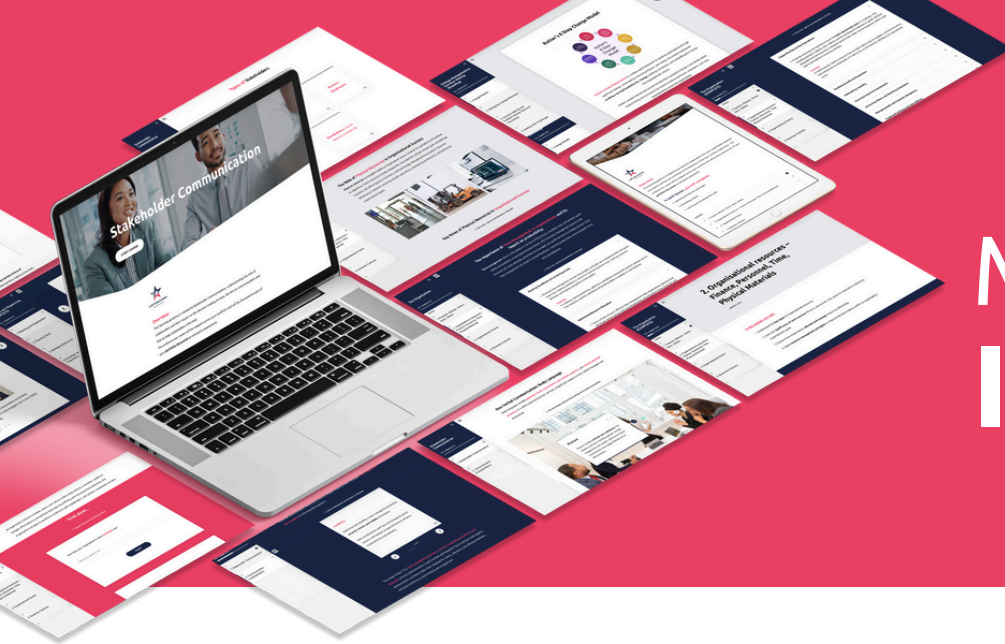


MILESTONES OF LEARNING

School Administrator

LEVEL 3 APPRENTICESHIP PROGRAMME





MODULES INCLUDE

The Organisation

Content includes: Organisational Charts, Business Cultures, Personal Development

Finance

Content includes: Budgets, Process Diagrams, Financial Documentation

Project Management

Content includes: What is Project Management, Tools & Principles, Quality Control

IT and Record & Document Production

Content includes: IT Skills, Document Production, Understanding IT Packages

Stakeholder Communication

Content includes: Stakeholder Communications, Communications Considerations

Quality & Improvement

Content includes: What is Quality, Document Production, Coaching & Mentoring

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

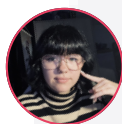


WWW.LMPEDUCATION.ORG



Our Learners Say

“My LMP tutor provided me with the knowledge that I needed for my apprenticeship, and I feel I owe her a lot for how far I have come. I now have the confidence to do the jobs and tasks required of me in school. The benefits of this apprenticeship include flexibility and high levels of support.”



**- Jadzia Austin, School Administrator
Apprentice, Oasis Academy Skinner Street.**

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 finance 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**

[lmp-group.co.uk/courses/school-
administrator](https://lmp-group.co.uk/courses/school-administrator)

