

School Business Professional

LEVEL 4 APPRENTICESHIP PROGRAMME

Empowering school business managers with a recognised higher level qualification.

94%

STAFF RETENTION

of people have progressed
in their career after
completing this programme

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

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PROGRAMME SUMMARY



Apprenticeship level
Level 4 Advanced



Typical duration
19 months



Training method
Blended Learning



Assessment method
Assessed project presentation



Cost/funding value
£0 / £6,000



EPA 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.



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School Business Professional

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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

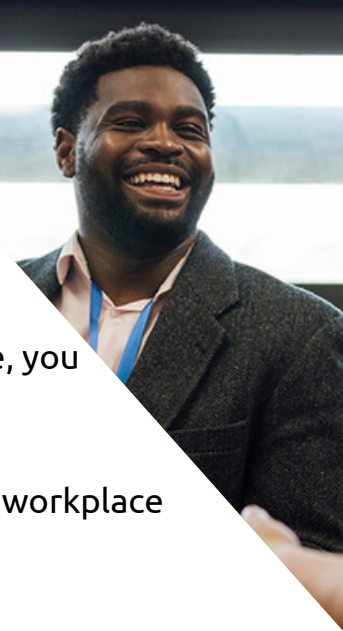


School Business Professional
Level 4



Operations Manager
Level 5

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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.

Delivered via Articulate Rise, this flexible and interactive training programme encompasses 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, covering essential skills such as completing pre-audit checks, planning, organising and managing processes to ensure value for money for the school whilst supporting education delivery and using multiple IT packages and specialised schools MIS (management information systems) platforms.

In this Level 4 School Business Professional programme you will expand your knowledge in areas such as knowing school procurement regulations and requirements and how to achieve value for money, awareness of when to seek legal advice, and understanding marketing activities to promote their school and takes into account e-safety when doing so.



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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

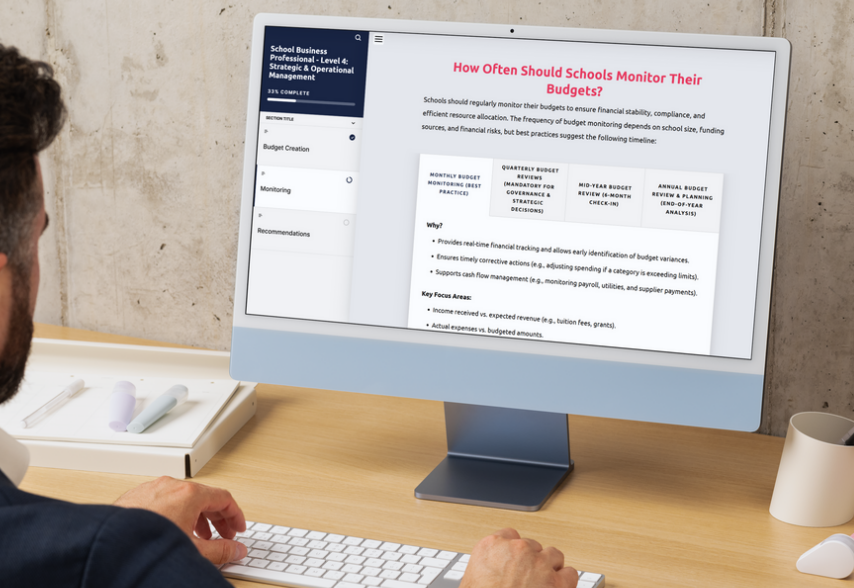
Gateway takes place before an EPA can start. LMP Education will work with the employer to **review their apprentice's knowledge, skills and behaviours**. This period of time is used to see if the apprentice has met the requirements of the apprenticeship set out in the apprenticeship standard, and they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

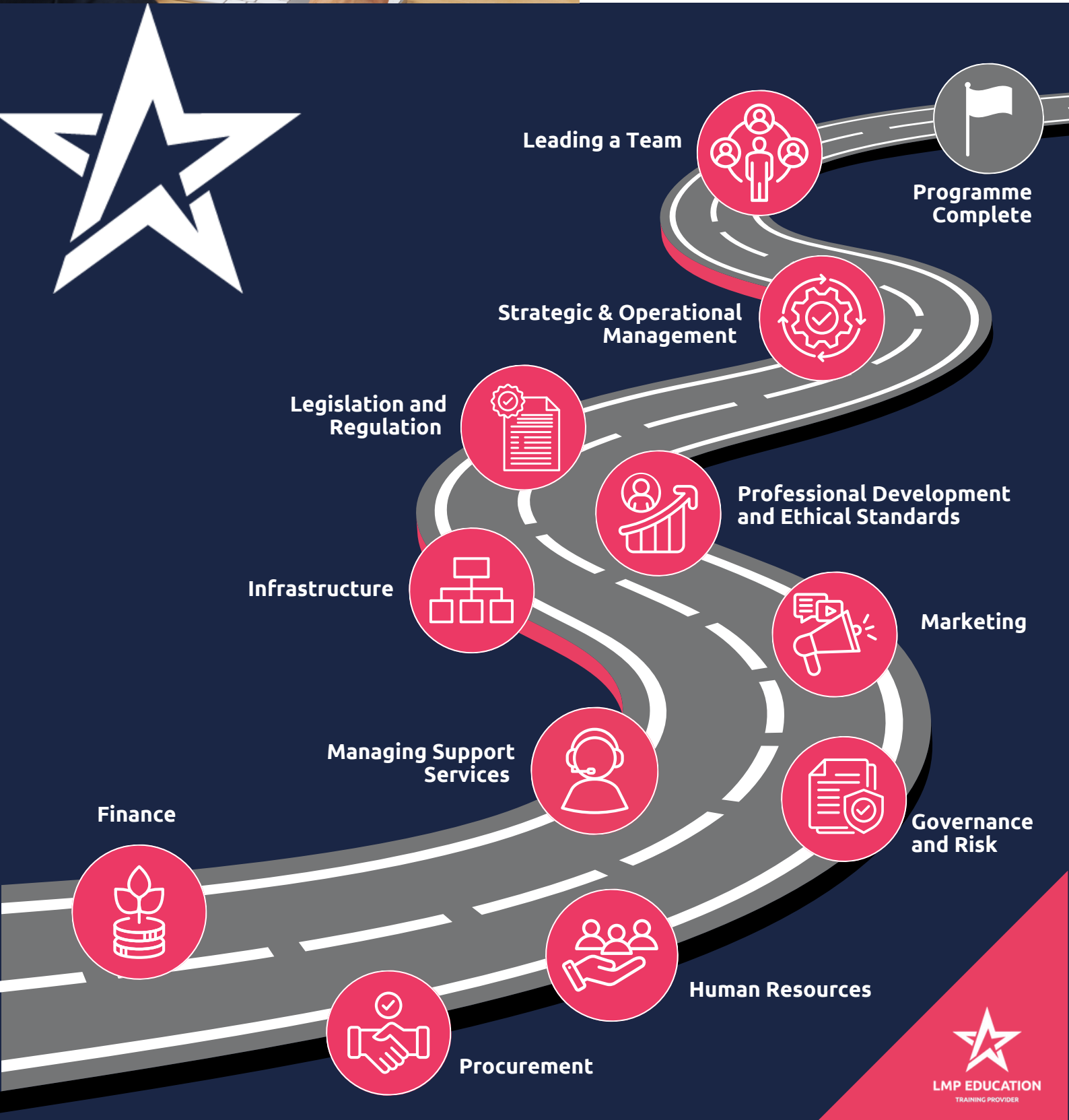


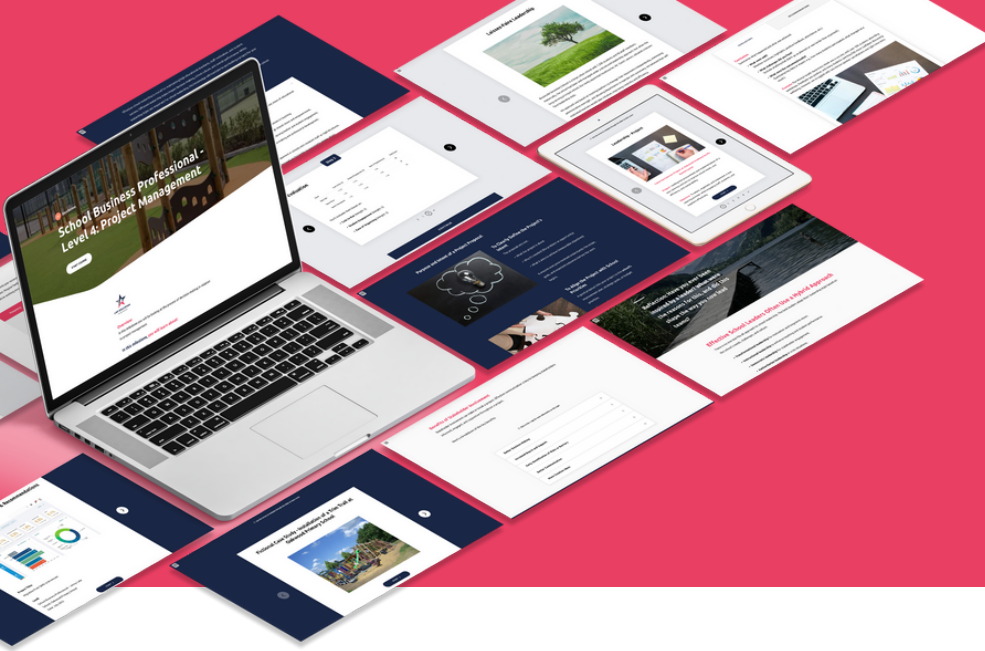


MILESTONES OF LEARNING

School Business Professional

LEVEL 4 APPRENTICESHIP PROGRAMME





MODULES INCLUDE

Marketing

Content includes: Marketing and E-Safety, Marketing Priorities

Finance

Content includes: Budget Planning, Financial Governance

Legislation & Regulation

Content includes: Safeguarding, Charitable Status & Education Law

Leading a Team

Content includes: Case Studies, Leadership Styles, Appraisals & Supporting Teams

Managing Support Services

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

Human Resources

Content includes: Contracts & Recruitment, Legislation Compliance, Legal Advice

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.



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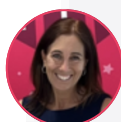


WWW.LMPEDUCATION.ORG



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

