



LEVEL 4

# SCHOOL BUSINESS PROFESSIONAL

with



## What is this role / apprenticeship?

A School Business Professional apprenticeship equips individuals to contribute to the smooth, efficient and strategic operation of schools and educational settings. As schools increasingly balance complex administrative, financial and organisational demands, these professionals play a key role in ensuring resources are used effectively, compliance is maintained and services run to a high standard. They support leadership teams in making informed decisions and help create an environment where teaching and learning can thrive.

School Business Professionals oversee a broad range of operational functions, including finance, procurement, HR, facilities and office management. They coordinate support services, develop systems that improve efficiency and ensure the school meets statutory and regulatory requirements. Acting as a central point of expertise, they work collaboratively with staff, governors and external partners, providing guidance, problem-solving and practical solutions that strengthen the school's overall performance.

## How long does the apprenticeship take?

The apprenticeship will take around 18 months to complete.

## What qualifications will the learner receive?

- Level 4 School Business Professional

## Typical job titles might include:

School Business Professional, School Business Manager, School Operations Manager, Finance and Business Officer, Administrative Manager, HR and Business Support Officer, Office Manager, School Resources Manager, Compliance and Administration Lead, School Support Services Manager.

## Why choose Acorn Training?

We put our learners at the heart of everything we do. All of our apprentices receive tailored one to one support from both a dedicated learning tutor and a learning mentor to ensure they are well-supported throughout their apprenticeship journey with us. We are an award-winning training provider renowned for our diversity and inclusion values and have been awarded a 'Good' rating in our first full Ofsted Inspection.

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## Contact us

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