



THE BUSINESS OF EDUCATION

	Personal professional development	School based development	Networking and collaboration	HfL development opportunities	National development opportunities
Office Administrator	<ul style="list-style-type: none"> NVQ Level 2 or equivalent provide input and ideas during team planning meetings show awareness of and adhere to policies and procedures related to role reflect on own performance and feedback received to enable future development ensure own statutory training is maintained and renewed as required 	<ul style="list-style-type: none"> mentoring support provided opportunities given for further CPD through performance appraisal process attendance at school CPD sessions 	<ul style="list-style-type: none"> join a network of colleagues in schools visiting colleagues in other school setting 	<p>attend training and development opportunities/courses relevant to your role: http://www.hertsforlearning.co.uk/booking</p> <ul style="list-style-type: none"> attend SITSS User Group meetings subscribe to termly Business Matters publications and regular e-bulletin 	<ul style="list-style-type: none"> School Administration Foundation Certificate (SAFC) via Anglia Ruskin University: http://www.anglia.ac.uk/study/professional-and-short-courses/school-administration-foundation-certificate
Finance Administrator	<ul style="list-style-type: none"> NVQ Level 2 or equivalent provide input and ideas during team planning meetings show awareness of and adhere to policies and procedures related to role reflect on own performance and feedback received to enable future development ensure own statutory training is maintained and renewed as required 	<ul style="list-style-type: none"> mentoring support provided opportunities given for further CPD through performance appraisal process attendance at school CPD sessions 	<ul style="list-style-type: none"> join a network of colleagues in schools visiting colleagues in other school settings 	<p>attend training and development opportunities/courses relevant to your role: http://www.hertsforlearning.co.uk/booking</p> <ul style="list-style-type: none"> attend SITSS User Group meetings read FSS regular finance bulletin attend FSS workshops subscribe to termly Business Matters publications and regular e-bulletin 	<ul style="list-style-type: none"> School Administration Foundation Certificate (SAFC) via Anglia Ruskin University: http://www.anglia.ac.uk/study/professional-and-short-courses/school-administration-foundation-certificate
Office Manager	<ul style="list-style-type: none"> NVQ Level 4 or equivalent in business administration working to at least Tier 1 of NASBM professional standards for your related field contribute to development of administration policies provide support, information and guidance on administrative issues to senior staff, governors and others line manage and supervise other administrators reflect on own performance and feedback received to enable future development ensure own statutory training is maintained and renewed as required 	<ul style="list-style-type: none"> mentoring support provided opportunities given for further CPD through performance appraisal process opportunities to lead small projects related to your field attendance at school CPD sessions 	<ul style="list-style-type: none"> develop network of colleagues within other schools to share best practice provide support and advice on business administration issues to senior staff, governors and others membership of Herts Primary SBM Forum visit colleagues in other school settings 	<p>attend training and development opportunities/courses relevant to your role: http://www.hertsforlearning.co.uk/booking</p> <ul style="list-style-type: none"> attend SITSS User Group meetings read FSS regular finance bulletin access to HfL portal attend termly SBM briefing attend HfL SBM conference attend FSS workshops subscribe to termly Business Matters publications and regular e-bulletins 	<ul style="list-style-type: none"> School Administration Foundation Certificate (SAFC) via Anglia Ruskin University: http://www.anglia.ac.uk/study/professional-and-short-courses/school-administration-foundation-certificate Level 4 diploma in School Business Management attendance at NASBM conferences

	Personal professional development	School based development	Networking and collaboration	HfL development opportunities	National development opportunities
Caretaker	<ul style="list-style-type: none"> contribute to preventative maintenance schedule access online training relevant to role reflect on own performance and feedback received to enable future development ensure own statutory training is maintained and renewed as required react and respond to DfE/ HSE guidance and updates related to premises, safeguarding and health and safety ensure own statutory training is maintained and renewed as required 	<ul style="list-style-type: none"> mentoring support provided opportunities given for further CPD through performance appraisal process attendance at school CPD sessions 	<ul style="list-style-type: none"> join a network of colleagues in other schools to share best practice visit colleagues in other school settings 	<p>attend training and development opportunities/courses relevant to role eg:</p> <ul style="list-style-type: none"> Asbestos Management in Schools COSHH H&S for Site Managers/Caretakers Fire Safety & Risk Assessment <p>http://www.hertsforlearning.co.uk/booking</p> <ul style="list-style-type: none"> subscribe to termly Business Matters publications and regular e-bulletins 	
Premises Manager	<ul style="list-style-type: none"> working at Tier 1 of NASBM professional standards related to your role refer to HSE website for latest updates on H&S, acting on information and sharing with relevant staff members react and respond to DfE guidance and updates related to premises, safeguarding and health and safety take lead on developing planned preventative maintenance schedule access online training relevant to role reflect on own performance and feedback received to enable future development 	<ul style="list-style-type: none"> mentoring support provided opportunities given for further CPD through performance appraisal process attendance at school CPD sessions co-ordinating minor works and projects 	<ul style="list-style-type: none"> develop network of colleagues in other local schools to share best practice/skills visit colleagues in other school setting 	<p>attend training and development opportunities/courses relevant to role eg:</p> <ul style="list-style-type: none"> Asbestos Management in Schools COSHH H&S for Site Managers/Caretakers Fire Safety & Risk Assessment <p>http://www.hertsforlearning.co.uk/booking</p> <ul style="list-style-type: none"> attend termly briefings subscribe to termly Business Matters publications and regular e-bulletins 	<ul style="list-style-type: none"> NVQ Level 3 in Facilities Management
School Business Officer	<ul style="list-style-type: none"> NVQ Level 4 or equivalent develop awareness/understanding of and working to at least Tier 2 of NASBM professional standards consider membership of NASBM provide support, information and guidance on business related issues to senior staff, governors and others reflect on own performance and feedback received to enable future development line management and supervision of staff contribute to development of policies developing and leading your teams ensure own statutory training is maintained and renewed as required 	<ul style="list-style-type: none"> opportunities to develop whole school projects with some supervisory responsibilities supervision of a team or teams with line management responsibility attendance at school CPD sessions opportunities given for further CPD through performance appraisal process 	<ul style="list-style-type: none"> membership of Herts Primary SBM Forum develop collaboration with other school business management teams develop network of colleagues in other local schools provide support and advice on business related issues to senior staff, governors and others 	<p>attend HfL training and development opportunities/courses relevant to role:</p> <p>http://www.hertsforlearning.co.uk/booking</p> <ul style="list-style-type: none"> attend HfL annual conference attend termly HfL SBM briefing sessions access HfL SBM induction service for those new to role subscribe to termly Business Matters publications and regular e-bulletins 	<ul style="list-style-type: none"> attend NASBM conferences CIPFA accredited finance training for SBM's Level 4 Diploma in school business management

	Personal professional development	School based development	Networking and collaboration	HfL development opportunities	National development opportunities
School Business Manager	<ul style="list-style-type: none"> NVQ Level 5 or equivalent working at least at Tier 3 of NASBM professional standards with some Tier 2/4 consider membership of NASBM as member of SLT, support distributive leadership and development of colleagues attendance at governor resources committee meetings to report on school business management lead on area of SDP related to school business functions develop and lead relevant CPD sessions for all staff access/subscribe to professional publications such as: Education Executive, School Business Management, The Voice, TES etc. contribute to professional publications, sharing good practice, case studies etc ensure own statutory training is maintained and renewed as required 	<ul style="list-style-type: none"> leadership and management of business management functions with accountability for team members performance opportunities to lead whole school initiatives to develop leadership skills develop and lead relevant CPD sessions for all staff opportunities given for further CPD through performance appraisal process coaching and mentoring support provided by colleagues on SL 	<ul style="list-style-type: none"> membership of Herts Primary SBM Forum or various secondary forums attend SBM Forum meetings visiting other settings collaborative working with other SBM's supporting colleagues undertaking their business management programme 	<p>attend HfL training and development opportunities/courses relevant to role: http://www.hertsforlearning.co.uk/booking</p> <ul style="list-style-type: none"> attend HfL annual SBM conference attend termly HfL SBM briefing sessions provide support to other schools as HfL Consultant access HfL SBM induction service for those new to role subscribe to termly Business Matters publications and regular e-bulletins make contributions to termly Business Matters publications and regular e-bulletins 	<ul style="list-style-type: none"> Fellowship of NASBM attend NASBM conferences Level 5/6 Diploma in school business management membership of senior leadership professional organisation NPQSL CIPFA accredited finance training for SBM's presenting at regional conferences and events
School Business Director	<ul style="list-style-type: none"> NVQ Level 6 or equivalent working at Tier 4 with some aspects of Tier 3 of NASBM professional standards undertake leadership in a variety of networking groups beyond the school environment locally, regionally and nationally lead on area of SDP related to school business functions and report impact to governors and SLT colleagues be an active member of governing body, presenting regular business management updates develop and lead relevant CPD sessions for all staff as member of SLT, support distributive leadership and CPD of colleagues opportunities to represent/deputise for headteacher at local meetings/forums ensure own statutory training is maintained and renewed as required 	<ul style="list-style-type: none"> leadership and management of all business functions with accountability for team performance opportunities to initiate and lead whole school projects - new builds, mergers etc. opportunities given for further CPD through appraisal management process opportunity to deputise in event of absence of headteacher coaching and mentoring support provided by colleagues on SLT 	<ul style="list-style-type: none"> member of Herts SBM Forum attend national business management forums (eg FD Forum) visit other regional/national settings collaborative working with other business directors supporting colleagues undertaking their business management programme 	<p>attend HfL training and development opportunities/courses relevant to role: http://www.hertsforlearning.co.uk/booking</p> <ul style="list-style-type: none"> attend HfL annual SBM conference attend termly HfL SBM briefing sessions provide support to other schools as HfL Consultant subscribe to termly Business Matters publications and regular e-bulletins make contributions to termly Business Matters publications and regular e-bulletins facilitate training courses for business management colleagues 	<ul style="list-style-type: none"> Fellowship of NASBM attend NASBM conferences Level 7 Diploma (or equivalent) in school business management membership of senior leadership professional organisation work towards other leadership qualifications - MBA, MA, Diploma in Leadership and Management, accountancy qualification contribute to professional publications, sharing good practice, case studies etc CIPFA accredited finance training for SBM's NPQH presenting at national conferences and events

Key

CIPFA: Chartered Institute of Public Finance and Accountancy
CPD: Continuing Professional Development
FSS: Financial Services for Schools (HfL)
HfL: Herts for Learning

HSE: Health and Safety Executive
NASBM: National Association of School Business Managers
NPQH: National Primary Qualification for Headteachers
NPQSL: National Professional Qualification in Senior Leadership

NVQ: National Vocational Qualification
SAFC: School Administration Foundation Certificate
SLT: Senior Leadership Team
SBM: School Business Manager

SITSS: School IT Systems Support (HfL)