

ISBL Review of School Business Professional career pathways and qualifications (2018)

	ROLE TITLE	PHASE	PAY RANGES	QUALIFICATIONS		REQUIRED EXPERIENCE	ISBL GUIDANCE	PROFESSIONAL MEMBERSHIP	PROF STD TIER	PATHWAYS OFFERED BY ISBL	FUNDING SOURCES
				Essential	Desirable						
Local Business Manager	Aspiring/student	Any	N/A	Level 2 and Level 3	School administrator foundation certificate	Developing professional competence in relation to their role.	Already working in a school or applying for admin role in a School Development plan to become a school business professional.	ISBL Affiliate/ Student	1	SBP/ILM dual level 4 Apprenticeship	Apprenticeship
	Aspiring/student	Any	N/A	Level 2 and Level 3	School administrator foundation certificate	Developing professional competence in relation to their role.	Moving into the education sector from another sector. Already have some management & leadership skills and require education context.	ISBL Affiliate/ Student	1	SBP/ILM dual level 4 Apprenticeship	Adult Learner Loan
	Aspiring	Any	N/A	Level 2 and Level 3	School administrator foundation certificate	Seeking to identify project/development opportunities that will help to build expertise/ experience in the sector	Develop and extend knowledge and understanding of SBP role.	ISBL Associate	2	SBP/ILM dual level 4 Apprenticeship	Self fund
	LBM	Maintained	£25-£40K	SBP ILM Qualification Level 4, CSBM or L4 apprenticeship SBP	professional qualification such as CSBM, DSBM or equivalent	strategic planning, annual budget planning, administration, contract management, support services, ICT, health and safety, premises, access external funding	The average salary for a School Business Manager is £30,564 per year. People in this job generally don't have more than 20 years' experience.	ISBL Member	2	Cert, Dip & Adv Dip L4 Apprenticeship	Apprenticeship or self fund
	LBM	Maintained	£30-£70K	SBP ILM Qualification Level 4, CSBM or L4 apprenticeship SBP	professional qualification such as CSBM, DSBM or equivalent	preferably have experience of HR, Health & Safety, management of service contracts, school licences and insurance.	You'll usually need a foundation degree, degree, or professional qualification in: accountancy, business management public administration, human resources,	ISBL Member	2	Cert, Dip & Adv Dip L4 Apprenticeship	Apprenticeship or self fund
	LBM	Trust/MAT	£30-£70K	SBP ILM Qualification Level 4, CSBM or L4 apprenticeship SBP	qualification or equal to a Business Manager	must have experience working within School Business Management or strong finance/HR experience within a similar sector.	Business Support Manager Level 2, Administration and Organisation Support, Schools Grade 9	ISBL Member	2	Cert, Dip & Adv Dip L4 Apprenticeship	Apprenticeship or self fund
Chief Operating Officer	Business Director	Trust/MAT	£40-£70K	ADSBM	a university degree/L6/L7/ Apprenticeship	experience of operational leadership and delivery to challenging targets, with the sophistication to work across a complex academic organisation.	Considerable senior level experience within the education sector of managing curriculum delivery, strategic and business planning, quality improvement and project management.	ISBL Member/ Fellow	3	Advanced Dip L6 CMDA	Apprenticeship
	COO	MAT<5	£70-£90K	Level 6 in Education leadership or equiv and/or relevant Business related degree/apprenticeship	Prince 2, Lean, 6 Sigma, leadership dev programmes, change management.	Org Design, project management, HR, strategic finance, risk management	Proven management skills in a complex, multi-site operation, excellent financial planning, funding acquisition and budgeting abilities and a track record in recruiting and managing their own team.	ISBL Member/ Fellow	4	Advanced Dip L6 CMDA	Apprenticeship
Chief Finance Officer	COO	MAT>5	£70-£90K	Level 6 in Education leadership or equiv and/or relevant Business related degree/apprenticeship	Prince 2 or equivalent, Leadership dev, change mgt.	Org Design, project management, HR, strategic finance, risk management	You will have proven business acumen and a passion for continuous improvement in all operational areas.	ISBL Member/ Fellow	4	Advanced Dip L6 CMDA	Apprenticeship
	CFO	MAT<5	£70-£100K	Chartered Accountant or relevant finance level 6/7 qualification	Prince 2 or equivalent, Leadership dev, change mgt.	Strategic Finance, Risk Management, Asset Management, Financial Assurance and Compliance	Be a qualified accountant with experience leading teams.	ISBL & ACCA or CIPFA or AAT	4	CIPFA L7	School/Self fund
HR Specialist	CFO	MAT>5	£70-£100K	Chartered Accountant or relevant finance level 6/7 qualification	Prince 2 or equivalent, Leadership dev, change mgt.	Strategic Finance, Risk Management, Asset Management, Financial Assurance and Compliance	"Finance director" seems a more common term - especially for MAT/Acadamies	ISBL Member/ Fellow	4	CIPFA L7	School/Self fund
	HR Specialist	MAT>5	£60-£80K	Relevant level 6/7 HR qualification	CIPD qualified	Thorough knowledge of employment legislation and statutory requirements.	HR qualification with strong UK employment law knowledge.	ISBL/CIPD	4	ISBL + CIPD L5 HR Qualification	School/Self fund
Procurement specialist	Procurement specialist	MAT>5	£60-£80K	Relevant level 6/7 Procurement qualification	MCIPS or working towards / • CIPS qualification an advantage	Able to demonstrate the building of successful long term relationships with suppliers and service providers, understanding the complete supply chain, mitigating the risk and costs associated.	Experience in: procurement process, Forecasting, establish and maintain supplier relationships, negotiation and networking, Minimum of 2 years work, Sage User & Supply Chain.	ISBL/CIPs	4	ISBL + CIPS Certificate	School/Self fund
	Marketing specialist	MAT>5	£60-£80K	Relevant level 6/7 Marketing qualification	CIM or relevant qualification is extremely desirable	A proven track record of developing external relationships, demonstrable experience of creative writing across press releases, articles, blogs etc	Lead on the development and implementation of marketing and communication strategies	ISBL/CIM	4	Under development	School/Self fund
Business Development Director	Director of Estates	MAT>5	£60-£80K	Relevant level 6/7 qualification	CIPD qualified or RICS Chartered Status, or working towards.	Management of: Hard and Soft facilities, outsourced contracts, maintenance and statutory compliance, budgets and financial planning, resource allocation and management of stakeholders	Relevant experience in property/estates management or similar profession	ISBL Member/ Fellow/BIFM/ RICS	4	TBA	School/Self fund
	Business Development Director	MAT>5	£60-£80K	Relevant level 6/7 qualification	Business Development: 4 years	Successful track record of strategic planning, sales, business development and customer relationship management.	Strong track record of ideating, negotiating and delivering successful partnerships/deals.	ISBL/IOD	4	TBA	School/Self fund