

School business managers and administrators

School business managers (SBMs) and school administrators

Business Managers and other office administrative staff provide essential services for the whole school covering pupil attendance, admissions, managing school clubs/trips, staff recruitment, finance, school website and admin support for the whole school

School business manager

A school business manager will utilise their specialist skills to manage school finances and resources and bring a business dimension to strategic planning in the school. The duties undertaken will depend on the specific needs of the school but may include:-

- professional and financial advise to the Headteacher, SLT and Governors
- strategic lead for non curriculum functions across the whole school
- responsibility for site development /project management within the school
- accountability for the efficient management of School Finances, Human Resources, Health and Safety and Facilities Management
- line/performance management of staff
- development of collaborative partnerships with other schools and organisations
- Procurement / cost saving activities

SBMs act as vital leaders in our Schools. Well-trained and qualified SBMs provide schools with access to unique skills and important technical knowledge. They have access to membership of professional body [ISBL](#) with specific professional standards.

ISBL Professional Standards — ISBL

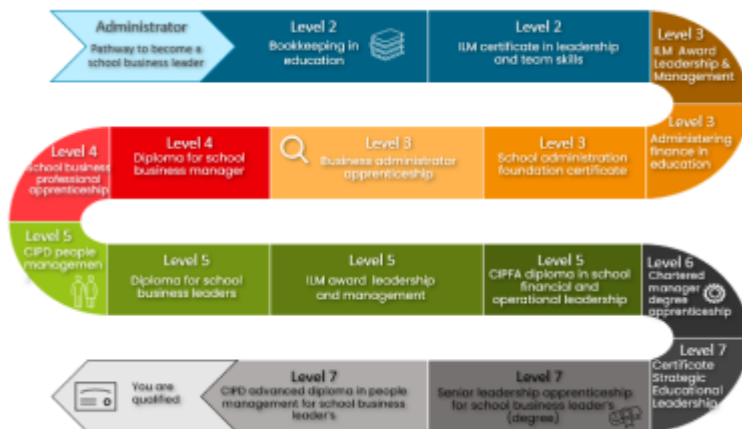
There are a range of specialist qualifications:

- [L4 ILM Diploma for School Business Managers](#)
- [L5 ILM Diploma for School Business Leaders](#)
- [L6 Chartered Manager Degree Apprenticeship](#).
- [Level 7 Accountancy Professional Apprenticeship \(cipfa.org\)](#)

All school support staff can access a range of CPD and training via [Ealing CPD online](#)

School business manager qualifications

The [ISBL](#) suggests the following qualifications for school business professionals and those aspiring / following a career path in school business leadership:



Level 2/3 School finance

- [Level 2-3 Finance — ISBL](#)
- Norfolk County Council training provider: Email: financequalifications@norfolk.gov.uk
- [School Business Manager Apprenticeships – Welcome to the School Business Management Partnership \(sbmpartnership.org.uk\)](#)

Level 4 School business professional

- [Education and Skills Training and Development: School business professional level 4](#)
- [Heart of England Training Ltd: School Business Manager Apprenticeship](#)
- [The SBM Partnership level 4](#)
- [Best Practice Network: Diploma for School Business Managers \(DSBM\)](#)
- [Level 4 School Business Professional Apprenticeship \(SBPA\) — ISBL](#)

Level 5 School business professional

- [The SBM Partnership level 5](#)
- [CMI Management and Leadership — ISBL](#)
- [CIPD Level 5 Associate Diploma in People Management for School Business Professionals — ISBL](#)
- [CMI Level 5 in Project Management — ISBL](#)

Level 6 Chartered managers degree / Level 7 senior leaders masters degree apprenticeship

- [Serco Education](#)
- [University of Chester Business and management](#)

Level 7 School business professional

- [Elevate Your School Leadership: CIPFA Diploma — ISBL](#)
- [CIPD Level 7 Advanced Diploma in People Management for School Business Professionals — ISBL](#)

Related content

[Support staff roles generic job descriptions](#)

[Support staff performance management and review](#)

[Institute of leadership and management \(ILM\) award courses](#)

Related services

[Continuing professional development \(CPD\) and training 2025/26](#)

[Ealing Education Centre \(EEC\) training and meeting venue 2025/26](#)

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- [Neutral](#)
- [No](#)

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