

School Administration Foundation Certificate (SAFC)

“This programme has enabled me to evaluate my performance within my role and has given me the confidence to implement and discuss changes that would benefit the whole school community. I would highly recommend the SAFC programme.”

“The programme has impacted greatly on how I see the school as a whole and not just in the school office.”

“I found the course very good as it challenged the way I thought and dealt with various situations—it made me think of my school processes from a business administration angle and has helped with my effectiveness in communication, planning and prioritising work.”



An eight-month programme designed for **school administrators**.

This course is recognised by the National College for Teaching and Leadership as suitable preparation for the Level 4 Diploma in School Business Management

Completion of the **School Administration Foundation Certificate** will enable school administrators to:

- Develop their professional competence in relation to their role;
- Develop and extend their knowledge and understanding of technical and professional aspects of school business management and administration;
- Manage resources within their school more efficiently and effectively;
- Evaluate the efficiency and effectiveness of administration and business management in a school-specific setting;
- Demonstrate the impact of their professional learning on themselves and on a school setting;
- Link their learning to tier 1 of Leading Support Services within the ISBL Professional Standards Framework.
- Price: from £313 (+ VAT)

Visit www.sbmpartnership.org.uk
for the start date of our next programme and apply online!



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