

INTRODUCTION

The National Association of School Business Management (NASBM) believes that all roles within school business management, from Administrative Officer to Finance and Operations Director, should be supported by a set of professional standards.

The standards set out here aim to establish a clear blueprint for effective school and academy business management and they celebrate existing best practice. They also raise the bar for the future by setting out the levels at which professionals working in school business management operate and the specialist technical knowledge they require.

As well as describing effective practice, the standards support school business management by providing a framework for recruitment, performance management and career development activities which can be used by professionals, their employers or training providers.

The framework has evolved from work undertaken by the National College for Teaching and Leadership (indeed elements of this have been adapted into 'Leading Support Services') and has been created by those working in the profession for use by the profession and by those they work alongside. They are endorsed by a range of stakeholder groups, including the Department for Education (DfE), CIPFA, Association of School and College Leaders (ASCL), NAHT, Unison and the training providers.

A tiered approach to the standards means they underpin entry level activities as well as the new leadership posts in the profession. They are tiered in a way that reflects the level of contribution that professionals are making towards each discipline and leadership activity. School business management roles are both broad and varied and the NASBM Professional Standards Framework may apply, either in part or as a whole. Therefore, practitioners may find that their roles and responsibilities overlap across the tiers, which is expected dependent on role, school status and size.

Practitioners should use the standards to inform their personal professional development plans. Employers can use them to support performance management and for providing training and development for all those working in and across the profession disciplines defined by the standards.

Through the Professional Standards Framework professionals will be able to apply for formal recognition by demonstrating their level of engagement within each professional discipline and, via the tiered approach, at every phase of their career.

In future, NASBM membership will be linked to each stage of the professional journey from affiliate membership, for those operating at Tiers 1 and 2, to Fellowship for established Tier 4 professionals. Ultimately we will be working towards Chartership for the profession. Professional status will depend on a continued commitment to ongoing CPD, adherence to the code of ethics and an appropriate commitment to promoting the profession through supporting other professionals.

We are proud to say the Professional Standards Framework is designed to support the school business management profession so that pupils are better served. This is enshrined in the integral ethical code which explicitly puts pupils at the heart of all school business management activities.

We commend the professional standards framework to you.

Stephen Morales

Chief Executive
NASBM

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SERVICES

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INFRASTRUCTURE

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RESOURCES

MARKETING

BEHAVIOURS