



Business, Accounting & Management

Certificate of School Business Management

- The programme will be delivered across the North East and North West
- 13 - 22 months
- Enrolment date: Ongoing throughout the year
- Admission enquiries: 01642 342904
- E: csbm@tees.ac.uk

Teesside University Business School is offering acting and aspiring school business managers the opportunity to achieve the Certificate of School Business Management (CSBM). The course gives you the skills and experience to perform the role of a school business manager, and ultimately to improve your school's effectiveness.

Modules

Development modules

- Planning and Leading Projects in Schools
- Understanding School Business Management

Operational modules

- Managing Human Resources in Schools
- Managing Office Services
- Managing Risk in Schools
- Managing School Facilities
- Managing School Finances (mandatory)
- Managing the School Environment

Modules offered may vary.



Course benefits

The CSBM enhances your professional development, increases your knowledge and understanding of school business management for an immediate organisational benefit.

How will you study?

You study two development modules and four operational modules from a choice of six. The course can take between 13 - 22 months to complete, with a study commitment of four - eight hours per week. Modules are completed online, with the support of face-to-face workshops and online facilitated activities. They are a blend of online induction, development and operational modules which give you learning experiences that support your professional development. The CSBM is accredited by the Institute of Administrative Management (IAM). On completion you will receive a Certificate of School Business Management from the National College for School Leadership and the IAM Level 4 Diploma in School Business Management. You also receive one year's free membership of the IAM.

What will you study?

Online induction

You complete a learning diagnostic to determine your choice of operational modules, and work with your programme tutor to decide which learning options are most suitable for you. In some instances you may be able to fast-track straight to assessment or not need to attend the associated workshop. Your programme tutor will work through all the options with you to define your learning requirements.

Development modules

In most cases you start the development modules early in the programme as they are assigned a 24-week study period, with an assessment taking place at the end. There are two mandatory modules.

Operational modules

There are four modules to complete, including one mandatory module. You can choose when and in which order to complete them. We will advise on the workshop dates. Each module is assigned a 12-week study period, which includes an end of module assessment.

Entry requirements

You must either be a school business manager (SBM), aspiring to progress to that role or currently performing all or part of the SBM role at either senior administrator or management level.

Start dates and venues

The programme will be delivered across the North East and North West. Please visit the [National College for School Leadership website](#) for courses and application closing dates.

Application and fees

For further information, including course fees and how to apply, visit the [National College for School Leadership](#), or contact Lucy Aithwaite on 01642 738002 or email csbm@tees.ac.uk.

More information

- Leadership for Education
[More information about Leadership for Education](#)
- Business, Accounting & Management
[More information and courses in Business, Accounting & Management](#)

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