

Bursar Development Programme overview video - transcript

Narrator

The role of the school business manager is widely regarded as a key component of a successful school, enabling schools to make better use of resources and enabling teaching staff to work more effectively.

The Bursar Development Programme offers a certificate and a diploma of school business management. Graduates of the programmes are making significant contributions to the development of their schools.

Angela Warburton is a school manager in the north east.

Angela Warburton

I started doing the CSBM course because I realised that it would help me further my knowledge and help develop my competency within the school

David Reach

When I arrived we had two secretaries and Angela was really the head clerk, she was the line manager for the two secretaries and the caretaker. She's now the line manager for over two dozen support staff,

AW

As a direct result of going on the CSBM course I now have responsibility for finance, health and safety, ICT, staff development for all associate staff, so it's increased fourfold.

DR

If I can just give you an example of what Angela is doing at the moment. We are in the process of having a new technology block built and we're moving the art department into some rooms that are vacated by the technology department. Now I don't have to get involved in that work, she is meeting today with contractors to talk about how we're going to refurbish those rooms

AW

I'm perceived as to be a school manager now. I know the staff see me in that professional role, from someone that was not very confident, low self esteem, I'm now someone that feels very confident, motivated with the knowledge and experience that I can take to meetings, and I feel that now that I can actually speak up and say what I feel will help the school to move on.

Narrator

The programme is attracting candidates from outside schools. Debbie Brisco is a school business manager in Liverpool.

Debbie Brisco

I came to do the Diploma in School Business Management as an outside candidate. I used to work for Barclays Bank and my career was in banking

Ged Murphy

in terms of history of business management in the school, a lot of work was actually carried out by people who were trained as teachers and who had leading roles in developing teaching and learning. So the feeling was that we needed to look beyond that, to bring expertise in from outside,

DB

When I first started this role there was a great emphasis on administration, however once I started bringing my skills to the forefront the role changed into much more of a management type role.

GM

Her impact has been significant in a number of ways, its released time from senior managers who are teachers for them to focus on really what we're trained to deliver and that's learning and teaching. It's helped providing a rigour from the world of business, so a different approach and a much more rigorous approach I think to strategic planning, It's helped in the support of other staff within the school, the non teaching staff, in developing their roles as well and bringing in performance management and training for staff other than the teaching staff.

DB

The programme also gave me the ability to look at leadership skills from a different point of view. I'd already had strategic and management training from my former background. Leadership skills were something that I wanted to try and focus on more and the course gave me that ability.

Narrator

In Hampshire local authority, Ken Ampleford saw an opportunity to improve his own professional qualifications and help schools in the county.

Ken Ampleford

The department I work in is a business unit we actually have a team of approximately twenty two people who actually go out to visit admin officers, bursars, and head teachers and help them with their financial planning and support.

I picked up the details of the qualification through a couple of colleagues of mine that actually had completed it. My belief is that the more people we get through the qualification, the better it is for Hampshire schools, the better it is for our business unit as well because I think that will obviously help us improve those standards in school.

Narrator

Ken has set up a network of school business managers.

KA

We started a little small group of qualified CSBM'ers and DSBM'ers and we've got them together and we've had a brainstorming session and really take their issues on board of how they foresee their future with regard to CSBM

When I do speak to schools, I have a different outlook, and I think my experience of going through the CSBM has helped them and helped them develop other things that they need to actually do in school.

it's certainly given me a different aspect on school roles and certainly within the local authority we can build on that and utilise those skills that I've got.

Narrator

Heather Measom has completed both the certificate and the diploma, and is now business manager of a federation.

Heather Measom

Well when I was at my other school I was basically a school secretary and I loved working in a school but I knew I needed more. And someone mentioned the CSBM so I applied for that, I got on the second cohort and really it's just been, it's just snowballed from there.

Christine Bennison

The fact that as a small school we've had to federate has made a big difference to my workload. Without Heather as the administrative and bursar side to that it would have been impossible. .

HM

If I hadn't have been on the programme I wouldn't have one, had the confidence and two, the knowledge. It's given me the ability to know where to look for advice, where to seek information off the websites and even just going onto the talk to learn site and the bursar site on the national college website, you can talk to other people and ask for advice and policies and information. I wouldn't have known where to get that from before.

Having done the CSBM, I then actually started another course which is the Association of Accounting Technicians because I didn't want to lose once I'd started learning and then did the DSBM as well. So I've actually done three courses all from the CSBM, it's just encouraged me to go on, it's sort of given me the bug now.

CB

Her role has certainly evolved but, in order to maximize on that role, she has become a member of my senior management team because the skills that she can bring to the senior management team are absolutely essential.

Narrator

Both the Certificate and the Diploma of School Business Management are accredited by the Institute of Administrative Management and are designed to be completed within 12 months. They feature residential sessions, collaborative debate, self-directed study and on-line learning. At the end of the course there is a graduation ceremony for successful candidates.

The school business manager has a vital role to play in the development of schools in the 21st century. The Bursar Development Programme is an important part of that development.