

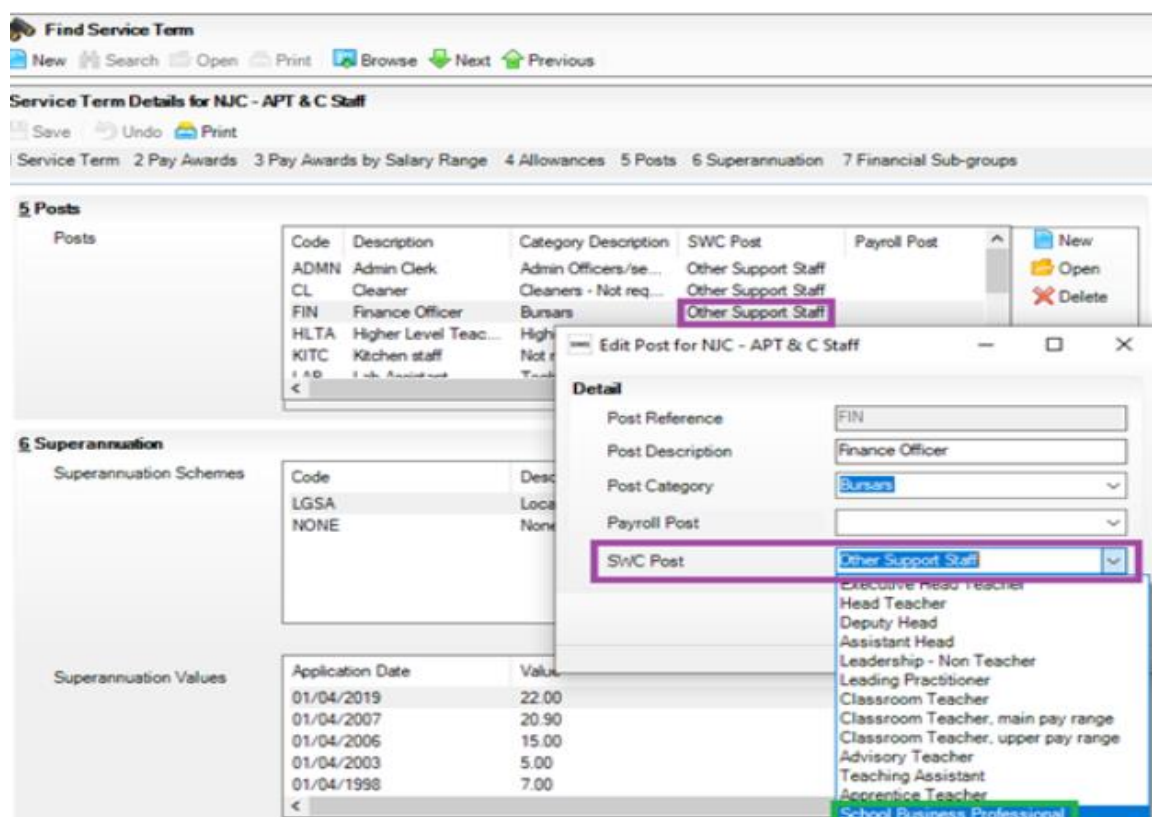
## Editing the SWC Post for School Business Professionals

The SWC Post of SBP (School Business Professional) has been added to the 2023 school workforce census. The post of SBP applies to the following:

Bursar  
Business Manager  
Finance Officer  
Office Manager  
Premises Manager  
ICT Network Manager

To avoid the validation error being triggered during the Create and Validate process, a change to re-code needs to be made as per below.

1. Select **Tools > Staff > Pay Related** to display the Find Service Term browser.
2. Click **Search** and highlight the **NJC APT&C Service Term**. Double click to display the Service Term Details page.
3. Navigate to the **Posts** Panel. Highlight one of the posts listed above then click the **Open** button to display the Edit Post dialog.
4. Under **SWC Post**, select **School Business Professional** from the SWC Post drop down list (see below)



5. Repeat this process for Bursar, Business Manager, Finance Officer, Office Manager, Premises Manager and ICT Network Manager.
6. Click **OK** to return the Service Term Details page then click **Save**.

## **Qualifications**

School Business Professionals should have any relevant qualifications assigned to them. The DfE have introduced some additional qualification codes for SBPs and are listed below:

- Z206 – Level 3 School Administration Foundation Certificate
- Z207 – Level 3 Procurement & Supply Assistant
- Z208 – Level 4 Diploma School Business Management (SBM)
- Z209 – Level 4 SBP Apprenticeship
- Z210 – Level 4 Commercial procurement & supply
- Z211 – Level 4 CIPFA Certificate in Public Sector Asset Management for School Business
- Z212 – Level 5 Diploma SBM
- Z213 – Level 6 Chartered Manager Degree Apprenticeship
- Z214 – Level 7 CIPFA Diploma in School Financial and Operational Leadership
- Z215 – Level 7 Senior Leaders Masters Degree Apprenticeship.