



Certificate of School Administration

Who is it for?



The Certificate of School Administration is an accredited level 3 qualification. It is an initial qualification in school administration and will have particular appeal to administrative staff in schools seeking to do any of the following:

- upgrade their administrative skills
- develop a career in school administration and/or business management
- develop themselves personally

This may also serve as useful preparation for those staff who wish to go on to other higher level courses, such as the National College's Certificate in School Business Management.

The programme has a flexible structure which makes it suitable for individuals from all phases - Primary, Secondary and Special - and may also be of interest to administrators working within a Local Authority.

What does the programme involve?

The programme takes approximately 6 months to complete and, during that time, participants will attend 3 one day training events, at a local venue. In between these events, participants will keep in contact with their tutor and other group members through our dedicated online learning system and via email.

The programme consists of three modules: Knowing your School, Working with People and Knowing your Role. At the end of the programme, participants will submit their Learning Diary which consists of a role analysis, a professional development plan, responses to the activities covered during the programme and three module reflections. There will also be a work-related project report (between 2000 and 2500 words) to complete.

Upon successful completion of the programme, participants will receive two awards:

- The Institute of Administrative Management's Certificate in Administrative Management
- Manchester Metropolitan University's Certificate of School Administration

To find out more - come along to our briefing session at The Norwich Professional Development Centre, Woodside Road, Norwich, NR7 9QL on Wednesday 9th March, starting at 10.00 a.m. (due to finish at 11.15 a.m.)

What do I need to do next?

For further information and to book a place at the briefing session, please contact Tracy Holland

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Manchester Metropolitan University and the Institute of Administrative Management are working in partnership with the Eastern Leadership Centre to deliver this qualification.

