



## **Certificate of School Business Management**

All school administrators are invited to attend a

### **BRIEFING SESSION**

"This Government is committed to creating a world-class education system that meets the needs of every child. School bursars have an important role to play in helping to realise that vision. Bursars can help their schools develop new ways of working. They can apply their experience and expertise to a range of tasks, allowing teachers and head teachers to focus on their professional role. Being a bursar is not just about issuing cheques. The role of bursars needs to be wide-ranging. We want bursars to have access to continuing professional development to enable them to provide that support. This programme represents a vital step on the way to achieving that goal.

*Estelle Morris in her Foreword to the CSBM*

The emerging role of the School Business Manager is a crucial part of the Government's commitment to the task of remodelling the school workforce. The School Business Manager will have a key role in:

- Informing and shaping strategy
- Taking the strain from heads/senior teachers
- Finance and resource management
- Leading and managing support staff
- Representing schools externally

School Business Managers may be seen in the future as 'Joint chief executives'

*Nick Tomlinson 16th June 2003*

**Briefing Sessions will be held across the region**  
**Learn about the qualification and how to apply**

3 <sup>rd</sup> September 2003 4pm – 5pm	Eastern Leadership Centre, Cambridge
5 <sup>th</sup> September 2003 3pm – 4pm	South Suffolk Professional Development Centre
8 <sup>th</sup> September 2003 4pm – 5pm	Norwich Professional Development Centre

**The next application round for the CSBM opened on 23<sup>rd</sup> June 2003 and closes on 12<sup>th</sup> September 2003. Further details are available at [www.ncsl.org.uk](http://www.ncsl.org.uk).**

The Certificate of School Business Management is a programme of the  
National College for School Leadership

**Eastern Affiliated Centre**  
*Serving Leadership Development in the East Region*

**Briefing Application form overleaf**

## Certificate of School Business Management

### East Region Briefing Application

Your name (please print clearly) .....

Your school name and address .....

.....

.....Post code .....

Phone number ..... Fax .....

e-mail address .....

School phase: .....

Please tick the session you would like to attend and return the form to the Eastern Affiliated Centre. Unless you hear from us, please assume you have a place at the session of your choice. If you require a map of the venue, please contact the Eastern Affiliated Centre.

Date	Venue	Please tick
3 <sup>rd</sup> September	Eastern Leadership Centre, Cambridge	
5 <sup>th</sup> September	South Suffolk Professional Development Centre, Ipswich	
8 <sup>th</sup> September	Norwich Professional Development Centre	

Please mail or fax this reply slip to CSBM, Eastern Affiliated Centre, Peterhouse  
Technology Park, 96 Fulbourn Road, Cambridge, CB1 9AH. Tel: 01223 271715, Fax:  
01223 271771