

Serco Education

A Day in the Life of a Chartered Management Degree Apprenticeship (CMDA) for Schools Apprentice.

A day in Simon's life

0745

Simon arrives at work, ready to start his day. After making himself the first of many cups of strong coffee, he checks his online calendar as reminder of his appointments / meetings for the day. Due at 2pm the following day is Mrs Gunton, the new governor with responsibility for Health & Safety. For an hour, Simon prepares an overview of the school's health & safety activities and compliance requirements, including risk assessment and an outline of the H&S governor's role and expectations.

→ **0 minutes. No learning here as this is part of Simon's day-to-day role.**

0830

With Ofsted having released a draft of their new 2019 Framework on 19th January, Simon wants to spend some time analysing the information released to try and evaluate the impact the revised framework will have on the schools and whether immediate adjustments need to be made.

→ **60 minutes. Develops Simon's knowledge of how to develop and implement operational strategies and plans (CMDA Standards)**

0930

A new Catering Manager, Amanda, has recently been appointed and started at the school a week ago. As Amanda's line manager, Simon has set up a series of 1:1 induction meetings in order to clearly define her remit and set up her individual development targets. This morning, Simon and Amanda are focusing on setting up performance targets.

→ **0 minutes. No learning here as this is part of Simon's day-to-day role. However, Simon is developing his skills in managing people by developing his ability to set goals and accountability.**

1030

Daily routine activities: going through emails, returning calls, approval of invoices and purchase orders, short-listing for a new MDSA

→ **0 minutes. No learning here as this is part of Simon's day-to-day role.**

1200-1300

Working lunch. Simon takes advantage of relative peace and quiet to go on the CMDA for Schools' online learning platform and to contribute to the online discussion forum. He jots down a few tips and pointers that will help him with his assignment on the impact of innovation and digital technologies on data and knowledge management in schools.

→ **1 hour. Develops Simon's knowledge of digital business & new technologies**

1330

Simon now spends time working on the new online school prospectus. Simon needs to submit a draft to his Headteacher by the end of the week and therefore consults appropriate colleagues on the structure and content of the prospectus.

→ **0 minutes. No learning here as this is part of Simon's day-to-day role. However, Simon is demonstrating he meets the "sales and marketing" knowledge area of the CMDA standards**

1530

Richard is meeting with Matt, a Year 10 student from the local secondary school who will spend a week on a work-experience placement in school next June. Richard has been asked to mentor Matt throughout his work-experience, and today, Matt and Simon are discussing what possible activities Matt will be undertaking and what he is hoping to achieve from this experience.

→ **30 minutes. Develops Simon's skills in leading people through mentoring**

1600

As the Headteacher has left for the day, Simon decides to try and progress one of his CDMA for Schools assessment tasks and undertakes some online research on team performance analysis strategies.

→ **60 minutes. Develops Simon's knowledge of the Leading People area of the CMDA standards**

1700

Simon leaves school to go and collect his son from the childminder.

Total off-the-job training: 3hrs 30 minutes