

Providing the freedom to teach



Mission Statement

School Business Services is one of the leading providers of professional services to the education sector. The wealth of experience across our company ensures that our services are delivered to the highest standard, providing schools with the **freedom to teach**.

Stay in touch

📞 0345 222 1551 • Option 5 ✉️ sales@schoolbusinessservices.co.uk
www.schoolbusinessservices.co.uk

 | @SBS_Updates  | school-business-services-ltd

Introduction

School Business Services (SBS) is a leading global specialist in providing services and products to the education sector. We offer managed services, consultancy, training and remote support to all types and phases of schools.

SBS was founded to support School Leadership Teams (SLTs) with their increasing number of back-office responsibilities due to the decrease in local authority provision for schools. We recognise that SLTs play a pivotal role in minimising costs and maximising resources to deliver the best teaching and learning for students.

The company's services have been formulated to provide a comprehensive support package for schools. Constantly moving forward, our areas of expertise continue to expand as we discover the new challenges facing modern schools and their leadership teams, including all stages of academy conversion project management.

Our loyal customer base continues to grow through ongoing referrals from passionate schools that believe in sharing their experiences to benefit others. We are delighted that we have developed a reputation for our professionalism, personalised approach and bespoke service offerings.

What motivates our team is the success of the schools we partner with. Our dedicated staff become fully integrated, allowing them to gain an understanding of the goals of each school and add exceptional value. We are proud that our services have allowed schools to successfully convert to academies, budget for SEN students' diverse support requirements, engage students in new ICT technology and share many more success stories.

These achievements drive us to continue to deliver the highest standard of support to schools and provide the freedom to teach.



02 | SBS Online Budget Management



03 | Finance & Business Support



04 | Academy Conversion Support



05 | HR & Payroll Service



06 | ICT Support & Procurement



07 | MIS Support



08 | Service Desk Support



09 | Projects

SBS Online - Budget management software for education

SBS has developed a powerful, cloud-based solution that enables schools to plan, monitor and control their budgets with complete confidence.



Plan

Unlimited budget scenarios

Accurate salary forecasting | Salary statements

Report

Your data in CFR, GAG and Governor formats

Ring-fenced funding | Budget comparisons | Curriculum KPIs

Monitor

Ensure your budget plan is on track

Automated payroll reconciliation | 'Actual spend' year-end projection

- Secure, easy access from any device
- Exclusive features for special schools and MATs
- Complimentary service desk and care plan enrolment



Seamless integration with

PS Financials

Compatible with:



sage

CIVICA



RM



Contact us today at sales@schoolbusinessservices.co.uk
or call 0345 222 1551 • Option 5 for more information.

“

I feel so much more confident now when presenting a budget. I love this package; it is money well spent!

Marilyn Growns

School Business Manager • Culvers House Primary School



97.5%
customer
retention

75%
'excellent'
rating

<20 mins
average service
desk resolution
time

Finance & Business Support

The SBS Finance & Business team consists of an experienced range of consultants and bursars delivering expert advice and guidance.

Flexible and bespoke packages are available to include onsite visits and telephone service desk. These provide you with the essential finance and business advice and support your school needs.

SBS offers professional services when you need them.

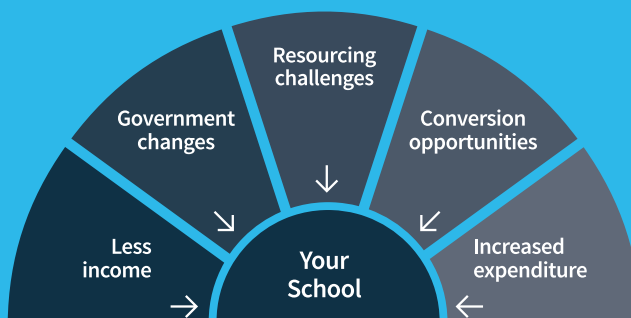
Our consultants are trained to deliver strategic guidance where needed, enabling your school to make effective decisions and efficiency savings where possible.

How SBS can support your school:

- Bursary service
- CFO managed service
- Finance consultancy
- Finance officer
- Finance managed service
- Interim staff support
- School business management
- Service desk advice and support
- Academy conversion (see page 4)
- Admin and office reviews
- Budget management and reporting to governors
- Expenditure and attainment analysis
- Finance systems and processes training
- Free school opening support
- Restructuring support
- System migration and implementation

Contact us today to discuss your individual requirements at sales@schoolbusinessservices.co.uk or call 0345 222 1551 • Option 5

Are you maximising your school finances?



helping
schools
inspire

Accredited Support



SBS Online
Accredited Support



PS Financials
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“Governors have said in a committee that our school is receiving “brilliant financial support” from SBS. With SBS support I am confident in my budget plans, as are my governors. Governors are receiving effective briefing, monitoring reports and budget plans that help them understand the school’s financial position, including year-end projections and management of any surplus balances, allowing for challenge of expenditure proposals.

Stewart Harris

Headteacher • Phoenix Primary and Secondary School



Academy Conversion Support

We provide comprehensive project management and supporting expertise to schools converting to academies and joining Multi-Academy Trusts (MATs).

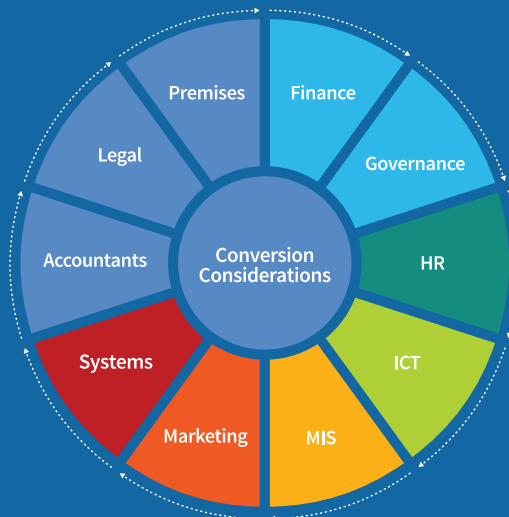
Conversion management








With full control of the process, your SBS Conversion Manager will oversee the many facets of the project, taking the strain when co-ordinating the multitude of challenges and milestones facing schools pre-, during and post-academy conversion.

Conversion elements

At the outset, your Conversion Manager will assess and recommend any additional assistance that your school may require, and deploy and manage the support throughout the conversion by calling on the expertise provided by the SBS core service teams.

We can offer comprehensive services, bespoke projects and ongoing support across the following key conversion elements:



-  **Finance**
MAT budget management | Financial risk summary | Due diligence
-  **Governance**
Board restructures | Student attainment reviews | Finance training
-  **HR**
Change management and TUPE | Staff CPD planning | Recruitment
-  **ICT**
Infrastructure reports | Broadband and technology reviews | Online backup solutions
-  **MIS**
Database migrations | System health checks | Key module training
-  **Marketing**
Website development | External signage | Prospectus design
-  **SBS Online - Budget management software**
Accurate salary forecasting | Curriculum KPIs | Exclusive features for MATs

Contact us today at sales@schoolbusinessservices.co.uk
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HR & Payroll Service

Need to stay compliant in the complex aspects of employee management?

Our CIPD qualified experts can provide advice and guidance, audits and reporting, contract management or simply support your in-house team when you need extra capacity.

Support options include fully managed, combined, stand-alone or short term projects.

HR Service

Our HR Service and Support can cover:

- Service desk advice and support
- HR policies and administration
- Contracts of employment and administration
- Headship and senior level recruitment
- Performance management and development
- HR casework
- Investigations
- Wellbeing and EAP
- Change management and TUPE
- Liaison with trade unions
- Employment law and T&Cs updates
- Liaison with payroll provider
- Coaching and training for staff and governors

Payroll Service

Outsourcing will enable you to focus on the business management of your school or academy.

- Personalised service to suit your school
- Compliant with HMRC RTI Regulations
- Fully automated
- Full pension administration service for both LGPS & TPS
- Auto-enrolment assessment
- Designated service desk number
- Dedicated payroll manager
- Electronic payslips
- Personalised reporting pack

In partnership with **PW PAYROLL SOLUTIONS**

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“ The Head of HR & Payroll Services at SBS has supported my schools for over 8 years and has ensured that the school not only fulfils its HR obligations, but always in a sensitive and practical, common sense way. Her work with us has always been matched to our needs, whilst ensuring all parties involved feel 'heard', supported and fairly treated.

Rhonda Moore
Executive Headteacher • Castleman Academy Trust



ICT Support

As a pro-active support partner we can work with your school to establish and maintain a secure, smooth-running infrastructure - from the smallest fix to the largest project.

SBS offers a broad ICT offering, from service desk through to a fully managed service. Our expert team can deliver critical maintenance when required and support your school through implementing an ICT technology strategy that enhances teaching and learning.

Our ICT support:

- Fully managed ICT services
- Project management
- Remote support services and automation
- Service desk advice and support
- Cloud services
- CPD courses for staff
- ICT curriculum training
- ICT infrastructure audits and strategy reports
- Technical MIS support

Our procurement services include, but are not limited to:

- eSafety solutions
- Installation and cabling services
- Managed print services
- Microsoft licencing
- Network and wireless solutions
- Online backup solutions
- Software and hardware procurement
- Telephony and broadband services



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“The ICT strategy audit was exemplary with detailed briefing notes at all stages. SBS made the most of the summer break to complete the project in time for the autumn term. Furthermore, George Mitchell School staff were involved in the process which is important for the Continuing Professional Development (CPD) of the team.

John Lawrence
School Business Manager • George Mitchell School

Talk to us today
about the latest
touch screen
technology



MIS Support

The MIS Service from SBS is delivered by a dedicated team of educational consultants, with extensive experience in the management of pupil and staff information.

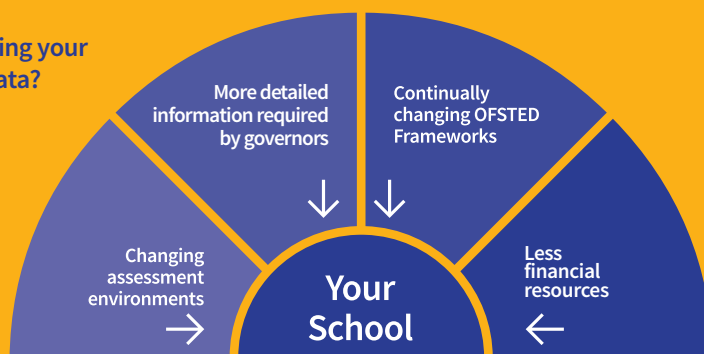
Our expert team, including ex-Deputy Headteachers, teachers and MIS educational specialists, build trusting relationships with schools, providing consultancy and training.

SBS offers onsite and remote support to enhance MIS skills and knowledge, ensuring you maximise the capabilities of your school data system. Additional support during key calendar events will save time and aid teaching and learning.

How SBS can support your school:

- Academy conversion
- Guidance notes during key times
- Health checks
- Onsite consultancy
- Remote support services
- Service desk advice and support
- Statutory returns, procedures and reports support
- Support for Ofsted visits
- System migration and implementation
- Timetabling support
- Training courses

Are you maximising your pupil and staff data?



SIMS Support

Our MIS team is a Capita-accredited support provider for SIMS. We pride ourselves on our comprehensive coverage for all SIMS modules, including Assessment, Analysis, Timetabling and Exams. SIMS is continually evolving and enhancements to the software are frequent. Whether you are new to SIMS or have years of experience, we have a range of services to suit your requirements, including health checks, migration projects, training and ongoing support packages.



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“ I can't thank SBS enough for all their hard work preparing for our Ofsted inspection. They are our fourth emergency service! The consultants always go out of their way to help and do things in minutes that would have taken me hours. Our SIMS experts are invaluable to us.

Mary Draper
Office Manager • Gwyn Jones Primary School

Service Desk Support

Support from the Service Desk across our core specialisms - Finance & Business, Budget Management, MIS, ICT and HR - is provided by experienced education consultants and engineers with a wealth of sector knowledge for systems, processes and current legislation.

An unlimited helpdesk service means you have access to our friendly specialist teams who can instantly answer queries or offer advice and best practice.

SBS Service Desk is a solution service, not a call logging service. Our customers choose us because we offer reliable, expert support with a personal touch that fits their budget.

We are committed to Continual Service Improvement (CSI), reviewing how we work so we can ensure effective and responsive support for all customers.

Through the use of secure remote support software we are able to access your systems to help identify issues and ensure a swift, efficient resolution without interrupting you or the school day.

SBS can support your school:

- Finance, MIS, ICT and HR query resolution
- Budget management support
- System issue identification
- Software upgrades and patches
- Latest news via blog subscriptions
- Pro-active account management
- Analysis and reporting
- Statutory returns and procedures

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MON - FRI
8-5pm

“SIMS support from the Service Desk has been second to none. I was new to the school and my role 18 months ago. The support I have received from SBS has been imperative to my own professional development. The Service Desk staff have been patient and calm and supported me with all of my queries whenever I have called and response times are excellent. I highly value the service and support I receive from SBS.

Sandra Duggan

School Business Manager • St Clement and St James CE Primary School



Consultancy Projects

SBS offers a wide range of consultancy services to support you at key times throughout the year or during school development plans.

These can be included in an annual Service Level Agreement or purchased as a bespoke project.

Our teams of specialists can assist with any small or large Finance, ICT or MIS improvements remotely or onsite.

Projects can include:

Finance	ICT	MIS/SIMS
Academy conversion	Business continuity and data backup	Discover reports
Budget setting and review	ICT strategy planning incl. eSafety	Life after levels consultancy
Due diligence	Infrastructure audits	MIS system migration
Financial health checks	Remote network management and upgrades	Module best practice reviews
Finance system migration	Server and ICT suite enhancements	Preparation of Census, Workforce Return and End of Year
Interim SBM support	Software and hardware procurement	Remote upgrades, processing and reporting
Office staff and responsibility reviews	Strategy reports	SIMS health checks
Risk Management	Website design and hosting	Timetabling

New School Projects

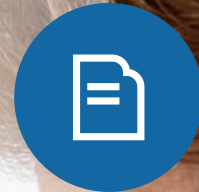
SBS provides complete support for new school projects and ongoing operations management.

Our project management support includes:

- Complete financial budget planning to support initial feasibility study and onward business planning and monitoring
- Full MIS and Finance systems procurement and implementation
- System training and consultancy by our specialist teams
- ICT infrastructure planning, installation and onward support
- Implementation of back office financial controls and administrative policies and procedures
- Recruitment support for key staff
- Practical training courses and consultancy support
- Asset management register
- Service contracts and procurement support if required for both pre- and post-opening phase

“The SBS Finance & Business Service team explained things with great clarity and not only helped resolve our implementation issues within 4 days instead of 5, but also started to build a good working relationship with the LA Finance Team.

Corinne Nemeth
Project Co-ordinator • The Romero Catholic Academy





Head Office

SBS House • Marshes End
Upton Road • Poole • Dorset • BH17 7AG
Tel. 0345 222 1551 • Fax. 01908 410063
Email. sales@schoolbusinessservices.co.uk

Regional Office

Unit 240 • Interchange Business Centre
Howard Way • Newport Pagnell • MK16 9PY

International Offices

Marketing Office • Level 41 • Emirates Towers
Sheikh Zayed Road • Dubai • UAE • PO Box 31303
Tel. +971 4 319 7659
Email. uae@schoolbusinessservices.co.uk

SBS Education • Office M8 Eastern Building
Al Qusaidat • Ras Al Khaimah • UAE



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