

# Remote Services

## School Workforce Return

Completing the Staff Workforce Return in October/November is statutory. Checking data for this return takes up time and resources. You need to make sure all your staff data is maintained and up to date, as well as gathering new information.

**Our service is designed to speed up the process and make it more efficient; leaving your admin staff free to focus on other tasks. This service is delivered for your school remotely via our SIMS Service Desk.**

### Our service includes:

- An integrity check of your school's SIMS data to identify where there is missing information
- Producing a dummy return and school summary report that you can check against known school data
- A second (optional) stage of this service involves updating and adding any extra data and producing a return ready for authorisation. This additional stage is priced according to the amount of work involved, that is over and above the ½ day already allocated



helping  
schools  
inspire

**Accredited Support**

"I am very happy with the support and service I get. I always get a prompt response from the team."

St Georges (Primary) – Christine Robinson (Admin officer)

### Key benefits

- Full check of your SIMS data to make sure it is accurate and complete
- Highlight any omissions in your data prior to census date
- Produce a dummy return and summary report so you can check it against known school data

**Contact us today to discuss your requirements**

☎ 0345 222 1551 • Option 3

✉ [misservicedesk@schoolbusinessservices.co.uk](mailto:misservicedesk@schoolbusinessservices.co.uk)

**School Business Services**

SBS House | Marshes End | Upton Road | Poole | Dorset | BH17 7AG

t. 0345 222 1551 f. 01908 410063 e. [info@schoolbusinessservices.co.uk](mailto:info@schoolbusinessservices.co.uk)

**[www.schoolbusinessservices.co.uk](http://www.schoolbusinessservices.co.uk)**