



# Providing the freedom to teach

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Products and services  
for the education sector



## Mission Statement

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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.

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## Stay in touch

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# Introduction

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

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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** | Budget & Staff Management Software for Education
-  **03** | Finance & Business Support
-  **04** | MIS Support
-  **05** | HR & Payroll Service
-  **06** | ICT Support Services
-  **07** | Procurement Services
-  **08** | Service Desk Support
-  **09** | Projects

# **SBS Budgets**

## Cloud-based budget management software for education

Accessed anywhere via SBS Online

### Unlimited budget scenarios

Accurate salary forecasting | Salary statements

### Your data in CFR, GAG and governor-friendly formats

Ring-fenced funding | Budget comparisons | Curriculum KPIs

### Ensure your budget plan is on track

Automated payroll reconciliation | Actual spend year-end projection

- Developed and supported by our dedicated team
- Exclusive features for special schools and MATs
- Complimentary service desk and care plan
- Powerful, cloud-based solution



Also compatible with:



Contact us today at [sbsonline@schoolbusinessservices.co.uk](mailto:sbsonline@schoolbusinessservices.co.uk) or call **0345 222 1551** • Option 8 for more information.



**97.5%**  
customer retention

**99%**  
'good' or 'excellent' rating

**<20mins**  
average service desk resolution time

**“** I used to spend at least half a day chopping up data from my finance software. Using SBS Budgets, it's a two second job to report to the senior leadership team and to budget holders.

**John Lawrence**  
School Business Manager • George Mitchell School

# Finance & Business Support

The SBS Finance & Business team consists of an experienced range of finance consultants 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, 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 managed service
- Interim staff support
- Risk management
- School business management
- Service desk advice and support
- Academy conversion (see page 4)
- Admin and office reviews
- Budgeting and governor reporting
- Due diligence
- Finance systems and processes training
- Free school opening support
- Governor training
- MAT growth audits (see page 4)
- Restructuring support
- System migration and implementation

Contact us today to discuss your individual requirements at [sales@schoolbusinessservices.co.uk](mailto:sales@schoolbusinessservices.co.uk) or call 0345 222 1551 • Option 5

Are you maximising your school finances?



“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



# 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.

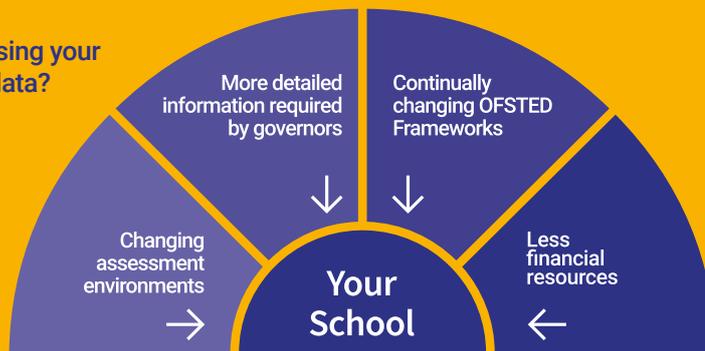
Our expert team, including ex-Deputy Headteachers, teachers and MIS educational specialists, builds trusting relationships with schools, providing consultancy and training.

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?



Contact us today at [sales@schoolbusinessservices.co.uk](mailto:sales@schoolbusinessservices.co.uk) or call 0345 222 1551 • Option 5 for more information.

“ 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



# HR & Payroll Service

## Need to stay compliant with 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 support can cover:

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

### 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

Contact us today at [sales@schoolbusinessservices.co.uk](mailto:sales@schoolbusinessservices.co.uk) or call 0345 222 1551 • Option 5 for more information.

“ Castleman Academy Trust has been using SBS HR services for the last two years and we have been so impressed with their professionalism, knowledge and response times to our queries. From raising a question with service desk staff to meeting personally with our HR advisor, we have always felt hugely supported. The expertise and knowledge provided by all we work with at SBS has been most impressive. They have supported us with such a variety of issues, from restructuring to policy development.

**Rhonda Moore**  
Executive Headteacher • Castleman Academy Trust



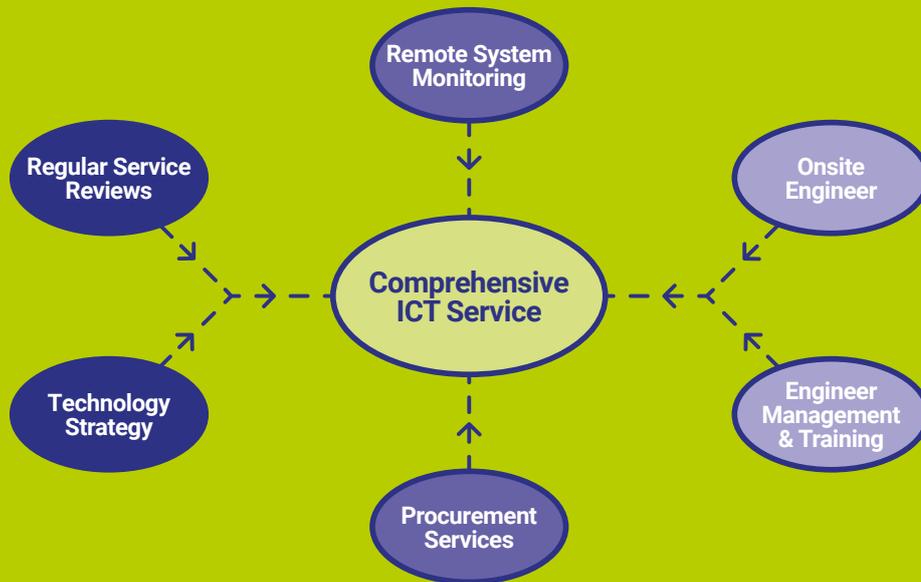
# ICT Support Services

As a proactive 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
- Training courses for staff CPD
- ICT curriculum training
- ICT infrastructure audits and strategy reports
- ICT suite design
- Network redesign
- Office 365 migrations
- Server rebuilding
- Technical MIS support



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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

To deliver a value-added service, our ICT support calls upon the expertise of the SBS procurement team to ensure that the products implemented at your school suit your technology strategy and budget



# Procurement Services

As part of a comprehensive range of support options, SBS offers a full procurement service to all schools.

Drawing on many years of experience, the dedicated procurement team can advise on the latest equipment, ensuring best value and specifications tailored to suit your strategy and budget.

- Access to the latest technology at competitive pricing
- Software licensing and renewals
- Interactive touch screen demos with onsite trial options
- No-hassle returns of faulty equipment

### Products include:

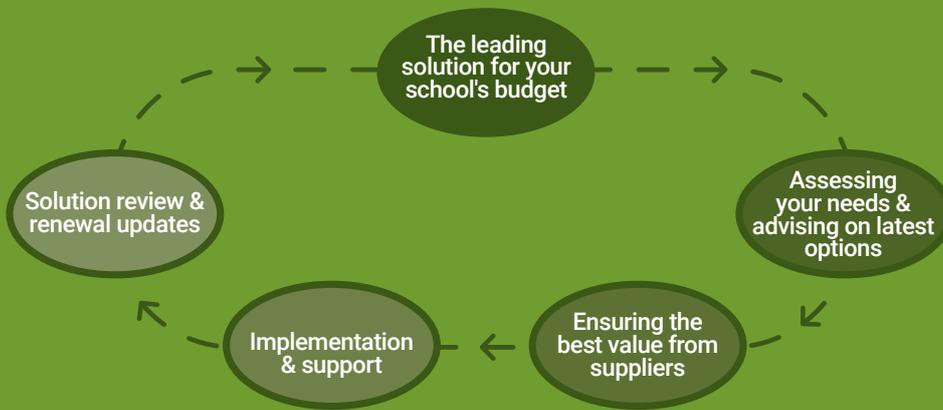
- Asset management systems
- Desktop PCs and laptops
- Interactive touch screens
- Pre-printed cheques
- Printers
- Servers
- Sign-in solutions
- Sound systems
- Stage lighting

### Services include:

- Asset disposal
- Broadband
- Cloud storage
- Disaster recovery
- Installation and cabling
- Managed print
- Network solutions
- Telephony

### Software includes:

- Application software
- Curriculum software
- eSafety software
- Microsoft licensing
- Office 365



Contact us today at [procurement@schoolbusinessservices.co.uk](mailto:procurement@schoolbusinessservices.co.uk) or call 0345 222 1551 • Option 7 for more information.

“As expert advisors, SBS understands the evolving nature of education and legislation, allowing us to make confident decisions about where we allocate our project budget.”

New Barn School • Treehouse Educare



The procurement team utilises the expertise of SBS ICT support to ensure effective and efficient implementation of products and services



# Service Desk Support

The SBS Service Desk is staffed by experienced personnel who are on hand to assist you in resolving your day-to-day queries.

**Our Service Desk Support includes:**

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

SBS provides a Service Desk for all core specialisms:

**Budget Management, Finance & Business, HR, ICT & MIS**



**+ Accessible support**

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

**+ Customer-focused**

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

**+ Dedicated team**

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

**+ Expertise on hand**

Our experienced education consultants and engineers have a wealth of sector knowledge for systems, processes and current legislation.

**+ Proactive service**

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.

Contact us today at [sales@schoolbusinessservices.co.uk](mailto:sales@schoolbusinessservices.co.uk) or call 0345 222 1551 • Option 5 for more information.



“ The SBS Service Desk is phenomenal. The team are responsive, won't hold you up on the phone and provide rapid solutions to everyday challenges.

New Barn School • Treehouse Educare

# 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 and 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 SLT and 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

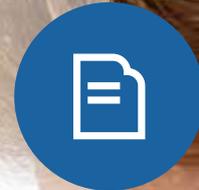
SBS provides complete support for new school projects and ongoing operations management.

Our project management support includes:

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

“ 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



## United Kingdom

### Poole - Head Office

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

### Milton Keynes - Regional Office

i-Centre • Unit 240 • Interchange House  
Howard Way • Newport Pagnell • MK16 9PY

## UAE

### Dubai - International Office

SBS International Management Consultancy  
Level 30 • The H Hotel • Office Tower  
1 Sheikh Zayed Road • Dubai.

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## A consultancy supporting schools globally

Based in the UAE, SBS Education is our international arm and our platform to offer local consultancy to schools and investors, supported by a dedicated, experienced team.

By using our expertise, schools and investors can benefit from our knowledge, connections and proximity.

### Services:

-  New School Projects
-  School Operations
-  School Improvement

[www.sbs-edu.com](http://www.sbs-edu.com)



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