Providing the freedom to teach

Products and services for the education sector
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.
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.

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.
Budget & Staff Management Software for Education

Enables schools to plan, monitor and control their budgets with complete confidence.

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

Contact us today at sbsonline@schoolbusinessservices.co.uk or call 0345 222 1551 • Option 8 for more information.

I used to spend at least half a day chopping up data from my finance software. Using SBS Online, 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 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
Academy Conversion Support

We provide expert support and advice for schools converting to academies and joining Multi-Academy Trusts (MATs).

Our flexible approach

Working effectively along your school’s conversion timeline, we can provide support at key stages by calling on the expertise of the SBS core service teams. Additionally, we can collaborate with your existing suppliers throughout the project.

Conversion elements

To assist schools when co-ordinating the multitude of challenges and milestones before, during and after academy conversion we can provide a range of support, from financial restructuring, through to staff recruitment and systems implementation.

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 and staff management software**
  - Accurate salary forecasting
  - Curriculum KPIs
  - Exclusive features for MATs

MAT growth audit

SBS can support the effective growth of your MAT, assessing its strategic, operational and financial feasibility for expansion. We can also carry out due diligence on prospective schools.

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

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.

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

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
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

The leading solution for your school’s budget

Solution review & renewal updates

Assessing your needs & advising on latest options

Implementation & support

Ensuring the best value from suppliers

Contact us today at 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
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.

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

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.

- 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.

Contact us today at 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
School Improvement

We provide a consultancy for school improvement, driving operational excellence to enhance classroom teaching.

Consultant headteacher

Deployed to assist your school throughout the improvement process, we can provide an experienced consultant headteacher to deliver the following support:

+ Act as an independent reviewer
+ Provide appropriate encouragement, challenge and support to an existing or newly-appointed headteacher
+ Advise the board of governors
+ Champion improved teaching and learning

School Improvement focus

Extensive research is revealing the powerful impact that school leadership teams can have in improving the quality of teaching and learning.

To drive school improvement, your consultant headteacher will focus on:

- **Vision** - Ensuring all improvement initiatives are filtered through the shared vision of the school leaders
- **Teaching & Learning** - Ensuring practices and policies are continually assessed for learning outcomes
- **Support Systems** - Ensuring efficient systems are in place for the effective management of finances, data, human resources, facilities and admissions
- **Community** - Ensuring there is a shared purpose for school management, parents and the wider community

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

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<td>Risk management</td>
<td>Website design and hosting</td>
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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

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

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Stay in touch

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www.schoolbusinessservices.co.uk

@SBS_Updates | school-business-services-ltd
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