



Providing the freedom to teach

Independent schools



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.**

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Introduction

School Business Services (SBS) is a leading global specialist in providing services and products to the education sector.

SBS was founded to support School Leadership Teams (SLTs) with their increasing number of back-office responsibilities and guide them to meet their targets.

We recognise that SLTs play a pivotal role in minimising costs and maximising resources to deliver the best teaching and learning for students.

Our services have been formulated to provide a comprehensive support package for independent schools. Across our core specialisms; Finance & Business Management, ICT, Management Information Systems (MIS) and HR & Payroll; we offer consultancy, training, service desks and managed services tailored to their requirements.

These services are complimented by SBS Online, our unique, cloud-based budget management software. SBS Online has recently been developed to accommodate independent schools and is the first budgeting solution for the international market.

Constantly moving forward, SBS' areas of expertise continue to expand as we discover the new challenges of school leaders across the globe. Operating from the SBS Dubai office, we apply our wealth of expertise internationally to deliver new school projects and back-office support for established schools. We relish partnering with passionate leaders in ambitious international schools to help deliver prestigious curriculums.

What motivates our growing 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 budget for new facilities, timetable for a varied curriculum, 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.



SBS Online Budget Management

SBS has developed SBS Online, innovative cloud-based budget management software incorporating both long term budget planning and monitoring in one easy-to-use interface.

Innovative budget planning and monitoring for education

SBS Online is designed to not only provide up to 10 year salary forecasting, budget formulation and a reporting suite, but also full salary and budget monitoring functionality, allowing the user to confidently forecast a school's year-end financial position.

Features:

- Unlimited financial feasibility scenarios
- Capital investment and expenditure reporting
- Accurate salary forecasting
- Detailed analysis and graphical presentation over 10 years
- Customisable reporting suite
- Student contracts for accurate income projections
- Salary monitoring for complete budget confidence
- Cashflow and balance sheets
- Unique features for organisations supporting multiple schools
- Ongoing product development and user support at no extra cost

Features and reporting duration are tailored for each school type and individual requirement.

SBS Online links seamlessly with most finance software.

Contact us today at sbsonline@schoolbusinessservices.co.uk, call **0345 222 1551 (UK)** or **+971 4 319 7659 (UAE)** or visit our website at www.sbsonline.org.uk for more information.



Finance & Business Support

SBS Finance and Business Services provides an experienced team of consultants and trainers delivering a range of support packages to help you achieve the best value from your resources.

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.

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

How SBS can support your school:

- Telephone and email Service Desk support
- Finance consultancy
- Budget management
- Remote support
- Finance systems and processes training
- Audits and health checks
- School business management services
- Implementing new system databases
- Policy documentation production

Office Review for Existing Schools

To benefit school improvement, we support existing schools with a complete office and systems review, to ensure that processes are as cost effective and efficient as possible and staff are well trained.

A comprehensive review can evaluate risk management and business continuity planning, and also highlight areas for CPD, ensuring you have the right people working on the right tasks, with the correct skills.

Analysing roles, responsibilities, systems and processes gives you achievable and affordable solutions to help your administration run more efficiently, streamline tasks and ensure you remain compliant and risk averse.

Our review includes:

- Office and administration audit
- Training plan for office staff (if required)
- Governance advice
- Policies and statements review, including data and publication
- Risk Management review
- Disaster recovery review

Contact us today to discuss your individual requirements

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MIS Support

The MIS Service from SBS is delivered by a dedicated team of educational consultants, with a wealth of 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:

- Telephone and email service desk support
- Remote support services
- Health checks
- Training courses
- Onsite consultancy
- System migration and implementation
- Statutory returns, procedures and reports support
- Support for Ofsted visits (UK)
- Guidance notes during key times
- Timetabling support

Contact us today to discuss your individual requirements

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ICT Support

SBS provides key ICT development planning and implementation to ensure your school has a pro-active support partner, capable of growing schools' requirements to meet or exceed those expected for the current ICT Curriculum.

Across the board, ICT support services will work to establish and maintain a secure, smooth-running infrastructure - from the smallest fix to the largest project.

Utilising routine health checks and remote monitoring, SBS will be able to spot potential issues before they arise. Our research experts will keep you abreast of the latest technology developments.

How SBS can support your school:

- Telephone and email Service Desk support
- Remote support services and automation
- Procurement and leasing services
- Project management
- ICT strategy
- Professional services
- ICT training courses
- Fully managed ICT services
- MIS support

SBS can help your school with cost-effective leasing and procurement on a wide range of equipment and networking solutions, including touch screen technology, plus advice and purchasing of school software licensing.

Internet security software and hardware reviews, including firewall security and data backup, can be added to your service level or purchased without an ICT support contract.

Talk to us today about the latest touch screen technology

Contact us today to discuss your individual requirements

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Our ICT infrastructure was in a fragile state and staff confidence in our support provider was poor. On taking over the contract, SBS quickly stabilised the situation and began a programme of improvement that has transformed our confidence in the service and very significantly improved support for staff and therefore opportunities for students. SBS staff are knowledgeable and approachable and the off-site support and management is supportive and responsive.

HR & Payroll Service

Dedicated, experienced HR consultants who will ensure your school or academy stays compliant in the complex aspects of employee management.

Our expert teams 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 project.

HR Service

How SBS can support your school:

- Service desk support
- HR policies and administration
- Contracts of employment
- Staff training and development
- Employee engagement
- Absence and leave
- Performance management and development
- Disciplinary and grievance processes
- EAP and wellbeing
- Change management
- Recruitment and retention guidance
- HR casework
- Liaison with trade unions (UK)
- Employment law updates
- Liaison with payroll provider

In addition, our HR expertise encompasses new schools, i.e. start-ups, academy conversions and restructuring activities.

Payroll Service

Outsourcing will enable you to focus on the business management of your school, with the knowledge that your payroll is being dealt with by professionals at a very competitive rate.

How SBS can support your school:

- Experienced and fully outsourced service, personalised to suit your school
- Compliant with HMRC RTI Regulations (UK)
- Fully automated service
- Full pension administration service (UK) for both LGPS and TPS, including set up for new schools
- Gratuities Payments (International)
- Auto enrolment assessment (UK)
- Designated service desk number
- Dedicated payroll manager
- Electronic payslips
- Personalised reporting pack

In partnership with **PW** PAYROLL SOLUTIONS

Contact us today to discuss your individual requirements

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Service Desk Support

Service Desk support 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 Service Desk means you have access to our specialist teams who can instantly answer queries or offer advice and best practice.

Our crucial advantage is that the 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.

SBS can support your school:

- Finance, MIS, ICT and HR query resolution
- Budget management support
- System issue identification
- Software upgrades
- System and data housekeeping
- Transactional entries
- Analysis and reporting
- Statutory returns and procedures

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New School Projects

SBS provides complete back office support for new school projects. From financial feasibility planning to secure Investment; through to implementing systems; and support with recruiting and training effective back office staff.

Our project management support includes;

- Complete financial budget planning to support initial feasibility study & onward business planning and monitoring
- Full MIS & Finance systems Procurement & 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 to ensure smooth set up and efficient back office working
- Asset Management Register
- Service Contracts and procurement support if required for both pre and post opening phase

School Improvement Service

For all schools, regardless of type, phase and size, the challenges remain the same – delivering outstanding education against a backdrop of changing legislature and policy, compliance and financial pressures.

To improve your school, we provide short-term consultancy or longer-term contracts.

Our projects include:

- Preparation for inspections
- Training and advice
- Policy review and development
- Finance and procurement management
- Capital and project management
- Our services are tailored to each school and we have a singular focus on providing practical solutions to the day to day challenges that face teachers, leaders and governors.
- Budget management
- Furniture planning and construction
- ICT & infrastructure for teaching, learning and administration

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