

TIER One Services to Schools	
Service Area	Activity
Annual external and internal audit	Appoint auditors, keep and collate all schools' financial documents, preparation of accounts and support for audit. Production of annual accounts and Trustee's report
Finance and Payroll	Support budget setting for School leaders and reporting to the Trust Board Set and monitor financial policies to ensure compliance with the Academy Trust Handbook Monthly oversight of Trust finances, processes, monitoring and forecasting Approval of purchase orders, invoices and BACS processing Management of EPM payroll system, processing, monitoring and authorisation of monthly payroll Monthly budget and grants monitoring - planning Completion and submission of financial returns to DfE Reporting to Trustees
Pensions	End of year certificates, collation of information, upload to teacher pensions and liaison with auditors. Staff pension queries and liaison with pension providers LGPS Actuary Report
Training	Oversight of online training programme for staff Implementation of training and administration of Smartlog subscription Work related training of administrative staff
Liaison with the DfE, RSC, and Local Authority	Support for schools as required in completing returns and representation for schools
Appraisal	Support for Headteacher appraisal and production of standardised templates for staff appraisals
Safeguarding	Policy development for Child Protection, Safeguarding, Code of Conduct, E-safety and Acceptable Use, Safer Recruitment, Educational visits, Whistleblowing, Intimate care and Representative school visits Oversight of safeguarding training Convene Trust-wide group and commission internal audits of systems. Liaison with the Local Authority over safeguarding audits. Implementation of safeguarding policies and procedures Termly review of schools' Single Central Records (SCR's) and upkeep
Human Resources	Policy Development Policy Implementation Recruitment/new contracts/variation letters Provision of Staff Handbook and Induction Programme for staff Delivery of Induction into School Probationary reviews Support with disciplinary and capability processes Maintenance of employee information e.g. turnover, sickness absence, total lost days Trust wide annual staffing structure review
Governance Support	Clerk appointed across the Trust CEO attendance at LSC and reporting

	Annual governance evaluation Appointment of Representative's paperwork and statutory checks Headteacher report format and agenda annual overviews
Compliance & Websites	Website audits and provision of website compliance document Implementation of website compliance Update and redesign of Trust & individual school's websites Maintenance of compulsory data on statutory website e.g. GIAS, Companies House etc. Development of a marketing strategy and online presence for schools
Development of the quality of education	Quality assurance of monitoring and evaluation of the Quality of Education Annual performance risk review in the autumn term Oversight of networks to improve collaborative working CEO coaching and mentoring for school leaders Programme of CPD to support the implementation of the Trust Teaching and Learning Policy
Complaints	Policy Development and support for high level complaints Policy implementation
Admissions	Liaise with the Local Authority over significant changes and consultation on Admissions Policy development
Premises Management	Monitor legal compliance Commission of bid preparation to DfE, other external funding sources; condition surveys Health & Safety and building condition inspections and reviews Direction and oversight of premises staff Oversight of statutory checks and tests
Procurement	Procurement of joint and individual contracts, tender process and liaison with suppliers where appropriate
Risk Assessment	Development and review of risk assessments
System Development	The review and development of systems
School Improvement	3 Year Business plan development to support school priorities
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Reporting and Data Tool	Subscription and training for Arbor
GDPR	Data Protection Officer and GDPR annual audit. Production and management of data mapping tool and data protection impact assessments. Checks on companies to ensure compliance and advice to schools
National Information Service	Subscription of The Key for school leaders, Trustees and representatives Subscription to Confederation of School Trusts
Governance	Membership of National Association of Governance. Governance reviews and structure changes Governance training
Self-evaluation	Bi-annual pupil premium and self-evaluation reviews from external providers