

QEGSMAT Central Services



School Improvement:

- Support with SEF/SIP writing
- Data analysis
- Pupil Premium Reviews conducted by trained Pupil Premium assessors
- External challenge visits by Ofsted trained consultants
- Support with School Improvement priorities from Director of School Improvement
- Regional/national updates from National Leader of Education (NLE)
- Moderation network meetings
- Ofsted preparation audit/training
- Access to skilled Specialist Leaders of Education (SLEs)
- Real collaboration between a family of schools

Financial:

- Oversight of financial management
- Cash and asset management
- Development and management of robust systems of internal financial control, policies and procedures
- Audit services
- Financial advice and guidance
- Support with strategic financial planning, budget monitoring and financial reporting
- Training on systems and processes
- Management of sales and purchase ledgers and cash book
- Preparation and review of monthly management accounts
- VAT returns
- Payroll reconciliations
- Processing of PAYE, NI, pension and trade union disbursements
- Banking arrangements
- Preparation and submission of statutory financial returns

HR:

- Oversight of HR management
- Development and review of HR policies and procedures
- HR advice and guidance
- Training on systems and processes
- Support with recruitment processes
- Issuing of contracts of employment and contract variations
- Administration of salary sacrifice schemes
- Liaison with Payroll Provider

Premises:

- Premises management advice and guidance
- Monitoring of premises regulation compliance
- Preparation of Condition Improvement Fund Bids

Creative and Digital Services:

- Branding / marketing design and support
- Website development services
- Website hosting
- ICT advice and guidance

Insurance:

- Monitoring of insurance arrangements

Procurement:

- Tender processes