

# Central Services Offer



Our Central Team plays a vital role in supporting our schools, staff, and pupils. The team provides strategic direction and operational support to ensure our schools can focus on delivering high-quality education. Our goal is to empower schools with the resources, guidance, and expertise they need to thrive. Our Central Services offer consists of:

## SCHOOL IMPROVEMENT

**Our School Improvement team work closely with Headteachers to tailor support to each individual school, based on their need. All schools benefit from an Annual Performance Dialogue Risk Assessment which includes supportive conversations around compliance, staffing governance, data tracking and finance**

- Autonomy over curriculum
- Tailored support to meet individual school need
- Whole school review cycle
- Access to and involvement in Trust networks: Assessment and Moderation, ECT, Safeguarding, Attendance, SENDCO, Early Years Leaders
- Leadership development programmes and pathways
- Whole Trust INSET day
- Quality assurance visits and progress meetings
- Development of strategic documents i.e SEF, SIP
- Access to Trust-wide secondments
- Supporting Headteachers with governors reports
- Support with systems (pupil and data collection, appraisal and accountability, portfolio management)
- Support with school strategic vision planning
- Supporting school improvement journeys through action plans and prioritising areas of improvement
- Comprehensive Ofsted support - pre, post and during inspection and support with implementation
- Review and streamlining processes that impact school improvement
- Access to Trust School Improvement Handbook
- Centrally coordinated training programmes including access to external professionals i.e Ruth Swailes, Jo Puttick, Emma Spiers

## PROCUREMENT

**Our Procurement team seeks to deliver value for money, stronger compliance, and greater efficiency by aggregating spend, standardising contracts, and applying procurement expertise**

- Trust-led purchasing of major contracts for schools
- Compliant procurement of above-threshold services
- Managing procurement timelines and processes to reduce school burden

## HR

**Our core HR Service provides consistent, expert support to all schools across the Trust by offering guidance on employee relations casework & compliance, HR policy and safer recruitment practices. Our team works closely with school leaders to promote positive working environments, reduce risk, and ensure a fair, consistent approach to people management. We are committed to delivering responsive, practical HR support that helps every school to thrive**

- HR policy management including insights and changes to legislation
- Support with change management including restructure
- Attendance at LGB and Trustee meetings where required
- Performance management procedural support
- Capability procedural support
- Absence management procedural support
- Liaison with trade unions on behalf of schools
- Access to employment law advice and support
- Access to occupational health advice, referrals and support
- Enhanced wrap around support
- People development including promotion of progression pathways and access to professional development
- Pay, rewards and benefits policy and guidance
- Wellbeing policy development & support including staff surveys, sharing and acting on results
- Management of Headteacher recruitment and support with Deputy Headteacher recruitment
- Headteacher induction programme

## PUPIL & FAMILY SUPPORT

**The Family Support Team provide consistent, high-quality support for families across our schools, strengthening our safeguarding and early help offer. They share expertise and resources and positively impact attendance, behaviour, and pupil outcomes**

- Provision of additional Educational Psychologist support
- Access to SENDCO Network and joint training
- Central coordination of Family Support work and provision of Family Support Workers
- Leadership support from Trust SEND and Inclusion Managers



# Central Services Offer



## FINANCE

**Working in partnership with schools, the Central Finance Team provides financial oversight, forecasting, and assurance to support effective and sustainable financial management, in line with DfE requirements and the Academies Financial Handbook**

- Access to expert knowledge, advice and guidance
- Regular School Business Manager and Finance staff forum
- Completion of EFSA returns (Annual Accounts Return, Budget Forecast Return)
- Administration of Budget Software (SBS)
  - Set up of annual budgets
  - Input of key factors e.g., GAG, pay scales, pension rates
- Production of monthly cash flow forecast
- Attendance and support at LGB/Trustee meetings where required
- Notifications for new grants and income streams
- Full responsibility of capital accounts and depreciation
- Management of the annual external audit
- Central control of bank reconciliation
- Production and distribution of monthly management accounts
- Calculations of accruals and deferrals
- Administration of PS Financials, including all annual finance software licences
- Administration of the Local Government Pension Scheme and Teachers' Pension Scheme, including completing annual certificates and audit administration
- Coordination of group tendering
- Monthly budget monitoring through forecasting and variance analysis
- Regular updates on all financial matters including national and local changes
- Coordination and oversight of Internal Audit
- Annual review and update of the Trust Finance Policy
- Identifying CPD and signposting training and development
- Support with monthly payroll checks and reconciliation to SBS
- Administration and payment of apprenticeship levy
- Support with grant applications and bid writing

## GOVERNANCE

**Our Governance team provides clarity, consistency, and assurance across all schools to strengthen statutory compliance and accountability. We also support Trustees and local Governors with expert advice and training**

- Support with recruitment of governors
- Access to briefings and legislative updates
- Governance policy management
- Management and ratification of all trust wide policies
- LGB template visits proforma and guidance
- Governor Hub & NGA membership
- Induction for all local governors
- Complaints support
- Compliance and assurance
- Clerking of LGB meetings
- Annual governance conference
- Governor support from wider central team
- Half termly Chair and Vice Chair meetings
- Management of register of business interests
- Training and development
- Provision of Governance Handbook
- Management of panels and appeals

## HEALTH & SAFETY

**The Central Health & Safety team provides consistent standards, oversight, and cost-effective assurance, reducing risk and workload while strengthening compliance across the Trust**

- Support with DfE and LA H&S audits
- Professional advice & guidance on H&S related matters
- Support for event specific risk assessments, incident reporting, and investigations
- Monitoring of compliance through reviews and recommendations on best practice
- Delivering H&S updates and awareness for staff
- Provision of H&S Policy



# Central Services Offer



## COMMUNICATIONS

**Our Communications team provides a coherent, Trust-wide voice, ensuring consistent messaging whilst celebrating and promoting the unique identity of each individual school. Our team works hard to strengthen the Trust's reputation and brand, improving confidence among parents, communities, staff, and external stakeholders. Central coordination builds strong strategic partnerships with local authorities, businesses, universities, and community organisations, to encourage growth and opportunity. We monitor and develop our central services offer to ensure it remains value added, high-quality and true to ALT vision and values**

- Management of Trust-wide communications including the ALT website
- Graphic design and brand management
- Identification of systems and processes to enhance efficiency
- Introduction and ongoing development of social media; celebrating successes and creating compelling content
- Lead on crisis communications and media response
- Introduction and development of trust intranet/secure staff area
- Lead communications to support Trust growth
- Support with the planning and delivery of the People Strategy

## NETWORKS

**Our regular networks provide an opportunity for updates, best practice sharing, training and development, mutual support and communications**

- Safeguarding
- Attendance
- Business Managers
- Early Years
- Headteachers
- Deputy Heads
- Chair & Vice Chair
- Family Support
- SENDCO
- Curriculum Leads
- ECT's
- Year Group Assessment & Moderation

## ESTATES

**The Estates team provide specialist expertise, and strategic planning across all school sites. This improves compliance, value for money, and long-term asset management, reduces risk and duplication, and frees school leaders to focus on education while ensuring safe, well-maintained, and sustainable buildings**

- End-to-end support for CIF bids, from application to completion. Full SCA planning and delivery.
- Strategic estates planning and advisory support
- Trust-led coordination of LA estates support (BESS)
- Assistance with DfE data collection surveys
- Liaison with contractors, consultants and external agencies
- Support with emergency planning and onsite incident response

