




Business Support Centre

Contact us: info@bscleeds.co.uk

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The Business Support Centre provides a comprehensive payroll, pension and HR administration service to schools, academies and colleges throughout West Yorkshire.

Our highly experienced staff specialise in processing payroll for teacher's terms and conditions of service.

Outline of Payroll and HR Administration Offer

We process payroll for over 270 schools, colleges and academies in the West Yorkshire region. We provide a full, comprehensive, HMRC compliant payroll service. We provide a quality assured, customer focussed payroll service to ensure employees are paid accurately and on time utilising industry leading SAP technology.

Our payroll service includes Real Time Information (RTI) information exchange with HMRC, administration of salary sacrifice schemes and voluntary deductions, regular management reporting including staffing and finance reports, secure pressure sealed payslips delivered on or before pay-day, statutory and occupational payment calculations (including sickness and maternity pay), and processing of additional payments, overtime and travel expenses.

Our payroll service is complemented by our HR administration service, which includes quality assurance checks for payroll forms, qualified teacher status (QTS) checks for new starters, checks on continuous service dates for sickness and maternity purposes, monitoring temporary variations to contracts and issuing reminders of review periods for temporary arrangements and increments, providing advice on maternity, paternity (including shared parental leave) and adoption processes, specialist advice on teachers and officers terms and conditions, interpretation of new statutory and pension scheme regulations and issuing contracts of employment, statements of main terms and conditions and contract variation letters.

Our experienced pension services team provide management and administration of several pension schemes, including the Local Government Pension Scheme (LGPS), Teachers Pension Scheme (TPS) and the National Health Service Pension Scheme (NHSPS).

Outline of our Improving Staff Attendance service

We offer an additional Improving Staff Attendance service to support you with the administration of managing staff and improving staff attendance in school. We will;

Monitor your staff absences in accordance with your sickness policy.

Review your staff absences in line with your improving attendance targets. We'll use the sickness information you already provide to us. This means there's no additional work for you.

Let you know if a member of staff has not met a target.

Send you a letter pre populated with the employee's name, address and sickness information.

Using the attendance targets you set for the employee, we'll review their progress and send you a notification when you need to meet with them again.

This service allows for a pro-active approach to improving staff absence whilst removing the administration pressure from the school.

Outline Of Our Recruitment Advertising Service

Our job site is one of the most popular job sites in the UK, receiving over a million visits every month. We design a personalised advert which includes your logo, with no additional charges for any amendments you wish to make.

We can also place your advert with external publications including the Guardian, e-teach and TES, many at a discounted rate (additional charges apply).

You can also benefit from our online application portal, which;

Gives you 24/7 access to secure applications

Reduces the cost of hiring new employees

Limits the need for paper storage

Simplifies the application process for applicants

Improves the quality of applications received

If you want the right person for the job, we can help you to fill the vacancy.

Service Level Agreement (SLA) Pricing

SLA or Package Options	Cost			
Payroll and HR administration service	On request			
Additional Options	SLA			
Improving Staff Attendance Service	Annual £275			
Recruitment Advertising	On request			

Multi School and Non-Leeds School

We can provide our full range of services to any non- Leeds schools and settings. Please contact info@bscleeds.co.uk for more information.

For Leeds for Learning members, full details of the Business Support Centre's traded offer can be found here: <http://www.leedsforlearning.co.uk/Services/2462>

For non-Leeds for Learning members you can request a log in by contacting us at: leedsforlearning@leeds.gov.uk