

Access Workspace for School Business Managers

Simplifying the complexities of managing
schools and multi-academy trusts



Making your heavy workload lighter

The responsibilities of the School Business Manager are among the broadest and most varied in the education sector. They are likely to include payroll and banking, budgeting and forecasting, accounting, management of staff leave and the Single Central Record, supplier tenders, contracts and much more.

Yet the School Business Manager is typically short of time and may struggle to stay ahead of events, let alone take a strategic lead in their school's longer-term objectives.

By saving you hours each day through the automation of recurring tasks, our software gives you the freedom to do more towards delivering a sound business operation and superior educational outcomes for your school.

Plus, all the advantages of the Access Education product suite are backed by a wealth of help, advice and tailored support.



Introducing Access Workspace

School Business Managers can take full advantage of Access Workspace, our newly launched platform designed for a more connected, efficient and productive organisation.

All your software in one place



Access Workplace puts all your school software in one place, with a single sign-on. With its fully customisable interface and drag-and-drop personalisation, you can stay on top of all your different applications from one place – keeping you and your teams ahead of the game.

Great team working



Powerful communication and collaboration tools make it easy for teaching and non-teaching staff, parents, pupils and governors to share information, helping connect the School Business Manager with key stakeholders both inside and outside the school.

Data insight



Access Workspace provides insightful analytics across the full product suite, providing simple dashboards to represent your standard KPIs, with the opportunity to develop bespoke dashboards for more complex reporting requirements.

Powerful apps



Access Workspace apps make it simple for everyone to complete tasks easily and find information quickly. Team members can easily self-serve, choosing apps that support the specific tasks they do most often.

Streamline your financial management

Access Education Finance provides online accounting software designed specifically for schools and trusts.

Addressing the legal complexities and strict operational guidelines involved, Access Education Finance supports you in complying with DfE and ESFA requirements while remaining remarkably simple to use.

Plus, being cloud-based, you can access the software anytime, anywhere, with no additional IT costs.

Precision accounting

Access Education Finance enables you to manage transactions, payments, receipts and reconciliations quickly and accurately.

Agile reporting and returns

With clear, easily created monthly, termly and annual reports in a variety of formats, you can keep governors and trustees fully informed, analyse school and trust finances for critical trends, and ensure compliant DfE and ESFA returns.

Monitor budget and cash flow

Access Education Finance imports data direct from Access Education Budgets, letting you track real-time spending against planned expenditure, quickly produce cash flow forecasts and see a full picture of past, present and future financial performance.

Management report (Finance)

Access Education Finance provides a complete management report which can be run at an individual school or trust level, built to the suggested DfE format.

The management and cashflow reports allow you to see at a glance any areas of concern during the financial year, ensuring that you have all the information you need to take the necessary actions to ensure the smooth running and improved financial performance of your school or trust.

Powerful budget planning and forecasting

Trusted by one in three UK schools and academies, **Access Education Budgets** helps you make better-informed decisions with detailed and highly accurate models and forecasts.

Meeting the challenges of stretched school finances, it can be used to forecast budgets up to five years in advance and allows you to plan for changing circumstances such as funding cuts or staffing cost increases.

Simple budget planning

Schools and academies can use Access Education Budgets for day-to-day budget management and it can also help with deficit recovery.

It links seamlessly with Access Education Finance, enabling finance teams to track real-time spending against planned expenditure.

Control staffing costs

Access Education Budgets helps make even the most complex staffing calculations easy with the inclusion of two highly accurate staffing calculators and fully customisable pay scales. You gain full control of staff costs and their impact on your budget.

Comprehensive reporting suite

Communicating financial performance to your school or trust's key stakeholders is a vital aspect of your role. Access Education Budgets includes an extensive reporting suite, allowing you to generate hundreds of customisable, easily understood reports in a wide variety of formats.

Comply with education sector bodies

Access Education Budgets helps you manage your financial processes in line with DfE and ESFA standards, specifically supporting you in completing your ESFA Budget Forecast Return.



Make the most of your resources

Access Education Curriculum is a resource-based planning tool designed to help you understand the financial viability of your staff structure and curriculum in the short, medium and long term.

Using our strategic curriculum resource planner, you can create detailed 5-year forecasts by building in curriculum and staffing resource considerations. A visual dashboard lets you view your KPIs (pupil/teacher ratios, teacher FTEs and average class sizes) at a glance.

Analyse and model

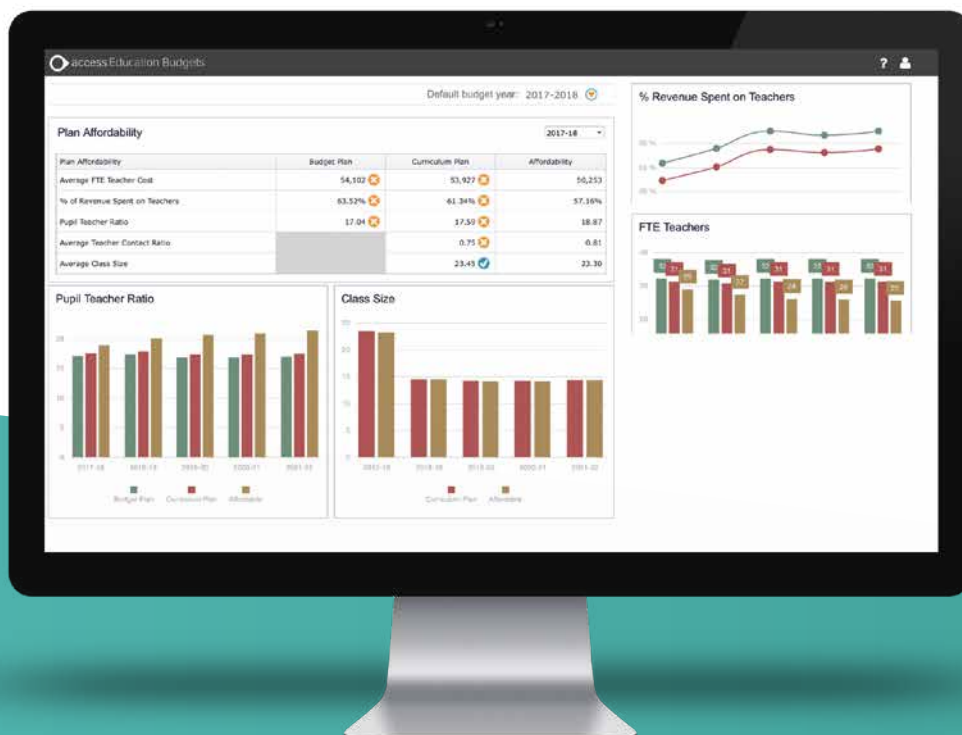
Access Education Curriculum enables you to easily analyse teacher load and pupil numbers by subject to determine whether staff members are being deployed efficiently. By modelling different curriculum changes and opportunities, you can be confident of making financially viable decisions around staffing and curriculum.

Configurable to your school

Using Access Education Curriculum, you can set up the system to conform to your specific contact/non-contact codes and timetable cycle. And because it is 100% cloud-based, you and your team have secure access through any device anytime, anywhere, for greater flexibility and convenience.

Links to Access Education Budgets

Full integration between Access Education Curriculum and Access Education Budgets saves you significant amounts of time and simplifies the process of financial planning and forecasting.



Empower your teams

Access Workspace includes collaboration, communication and document sharing tools, which help support organisational-wide communications, policy and project management from a single location.

Powerful communication tools

Noticeboard functionality specifically supports the sharing of information across individual teams and wider stakeholder groups, both inside and outside the school.

By creating a sense of engagement across teaching and non-teaching staff, parents, pupils and governors, engagement soars and efficiency, productivity and general well-being are all improved.

Dynamic project management

Noticeboards combined with document sharing functionality allows you to create a single workspace to share files for project management, policy management, and distribution and training purposes. All data is secure and easily accessible, so confusion and duplication are avoided, with the added confidence that your data is fully backed up, SSL encrypted and stored within the UK.

Search and share documentation

Access Collaborate makes it quick and easy to search documents, minimising the time it takes to find the data you need. Also, enhanced document sharing facilitates training and compliance, while enabling you to verify that communications have been read and understood.



HR software designed for education

Access Education People provides a powerful range of functionality to meet the complex challenges of managing HR in schools and trusts of every type and size. Your school is unique. That is why our software offers flexible set-up and reporting, as well as making it easy to incorporate new academies into growing multi-academy trusts.

Centralised employee database

Store all your employee records in one place, no matter where they are located, how many roles they perform, and even if they work in different local authority areas with different conditions and pension arrangements.

Simple people management

Access Education People makes it easy to manage holidays, sickness, disciplinary and grievance processes, training and more. The software includes the Bradford Factor or your own sickness triggers to help you understand and minimise absence.

Flexible payroll options

Access offers you two payroll options, either a managed payroll service or the option to purchase our payroll software to run yourselves.

With the managed payroll service, the data and changes you have made throughout the month are exported from Access Education People and imported into payroll, saving time, eliminating the need for any dual entry and eliminating errors.

Alternatively, there is the option to purchase our comprehensive Payroll software for you to run payroll in-house.

Instant statutory returns and records

Because all personnel and pay data is centrally stored, relevant information is quickly accessed and workforce census and pension returns are easier to complete. Our software is fully compliant with DfE Single Central Record (SCR) guidelines.

Reporting made easy

Access Education Analytics is our enhanced reporting and analytics tool, new to Access Workspace. Keep your school or academy on track with financial dashboards, reporting solutions and KPI tools to highlight the most important issues and trends.

This powerful reporting software allows you to extract and analyse large amounts of data, with a number of pre-defined dashboards available as standard, plus the ability to set up custom dashboards and produce tailored reports that inform smarter decisions.

Track performance on income and expenditure, staffing and non-staffing costs, and much more. You can include charts and gauges as well as information from external sources on the web. Access Analytics also tracks KPIs and trends via any desktop or mobile device.



Right behind you, all the way

At Access, we aim to be your partner for the long term. After helping you select the right system for your needs, our experts work with you during the important implementation phase. They then provide on-going training and support to maximise the advantages of using Access Education software.

Wide-ranging consultancy

Our experienced consultants offer flexible one-to-one coaching tailored to your needs, whether you're new to your role or simply seeking support for on-going challenges. Available consultancy includes bursarial services (contract-based or ad hoc), deficit recovery planning, academy financial management training, guidance and support, and review of the controls and procedures in place at your school.

Dependable support

Our experienced, highly qualified school management practitioners and consultants are at your service, whenever and wherever you need them. Our tailored packages help you get the right support to match your school's scale, experience and budget. With three Success Plans offering different levels of access to reactive and proactive support, our specialist team gives you total confidence not only during the carefully managed implementation phase but also for as long as you use our products.



Access Workspace for School Business Managers

Keep every part of your school running smoothly

Rising costs, budget cuts, changing regulations and laws, advancing technology and greater expectations all make managing your school a constant challenge. Understanding the pressures you face and the need to stretch resources further, the Access Education product suite provides a comprehensive range of features and functionality to meet the demands of your role.

Key features

- The unique advantages of Access Workspace for a more connected, better-performing organisation
- Personalised dashboard displays all your information at a glance
- Secure, shared data, accessed the way you want
- Effective financial and HR management across multiple schools and dispersed employees
- Configurable systems that match your specific needs
- Automated, easily understood reports to inform sound decisions
- Supporting you to comply with changing statutory requirements
- Complementary apps that put self-service and greater productivity in everyone's hands
- Efficient management of routine tasks, freeing you to do more with fewer resources
- Exceptional customer support, with a choice of service levels.



Access Education

For over a decade, schools, academies, multi-academy trusts and local authorities have benefited from our extensive knowledge and understanding of the sector.

The Access Education software suite provides efficiency and engagement across your whole educational establishment. From finance and curriculum-based planning, through to HR, payroll, recruitment and screening, hosting and facilities management, all your school's software is brought together in one place on Access Workspace.

And if you need any help, our team of Education experts are on hand to provide tailored support and training during implementation and beyond.

Over 7,500 schools and academies across England and Wales – that's one in three – choose Access Education to transform the way they work, giving them the freedom to provide outstanding education.

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