



Trusted, expert services
for schools and academies

Who we are

Liberata innovates with services and technology to help clients simplify complex tasks and processing activities.

Our approach delivers greater value and improved outcomes to free up schools' time and allow them to focus on their core activities.

Reinventing School Services

Liberata has been providing support services to schools for more than 30 years.

Using our seamless support services in HR, Payroll, Occupational Health, Employment Law, Pensions, Finance and Audit, you will benefit from our team's in-depth knowledge and commercial experience to ensure you get real value for money for your school or academy.

We provide access to trusted expertise when you need it most, ensuring compliance and freeing up management time.

Whether it's ensuring your staff are paid on time, taking care of your pension responsibilities, supporting your recruitment process, managing your employee relations issues or providing financial support and advice to ensure that budgets are used efficiently and effectively,

Liberata provides a range of flexible and personalised services to over 500 schools and academies in England using dedicated teams who understand your needs.

500+
Schools
supported each year



Reinventing School Services

We offer services covering budgeting, accounting, HR consultancy, HR Business Support and a Payroll and Pensions Administration service.

Our teams provide timely and consistent advice on the many challenges facing schools and academies.

Finance & Audit Services



- Understanding the impact of the National Funding Formula
- Support the increasing financial challenges being faced by schools, with particular focus on long term planning
- Financial changes for schools converting to academy status
- Bespoke financial support tailored to support your needs

HR Support



- More efficient use of resources to meet changing needs of schools/ academies and budgetary constraints
- Proactive management of sickness and absence
- Compliance with new regulations such as GDPR and Shared Parental Leave
- TUPE transfer of staff for schools converting to academy status

Payroll & Pension Administration



- Implementing changes to the Teachers' and Local Government Pension Schemes
- Dealing with tax and NI changes
- Re-enrolment

Finance & Audit Services

Our Schools' Finance Team ensure that financial help and advice is available to all schools & academies, providing high quality advice and support to all clients.

Our experienced teams have worked with schools for many years, with most having previous experience of having worked in a school. We offer a wealth of knowledge and expertise on the financial issues facing schools and academies and are able to offer a bespoke Internal Audit service to academies.

We work with finance staff, Business Managers, Head Teachers and Governors, offering support by phone, email or one to one visits to schools. We also hold termly forums for finance staff to provide additional information and updates on relevant "hot topics".

Crucially, our teams understand that Head Teacher and Governor skillsets are child centred and therefore may not be experienced financial managers. We therefore support and guide schools and academies through annual budget setting and monitoring, including the submittal of any DfE and LA returns. We provide specific support around long term financial planning, supporting schools to produce multi-year budget plans to allow them to focus on current and future budget challenges.

Any additional support, including training needs can be purchased through "pay as you go" services to support individual school needs.

- Budgetary control, including budget setting and monitoring
- VAT compliance
- Compliance with local authority financial regulations
- End of year procedures
- Support with production of annual accounts
- Compliance with company and charity accounting requirements
- Consistent financial reporting
- Benchmarking
- Cash flow services
- SIMS FMS Support
- HCSS budget planning software
- Bespoke bursary / chief financial officer support
- Voluntary Fund Audit service
- Internal audit service for academies and maintained schools
- Finance training for governors
- Specialist recruitment support and training
- Support to produce Finance Procedures Manual and relevant financial policies
- Support/guidance on converting to an Academy

"I have been supported by HR Consultancy for the past three and a half years. I have formed a good relationship with my consultant. I have relied on their expertise and advice to support me in many challenging situations. I am pleased with their professionalism, advice and commitment."

Maria Veysey - Head Teacher, Balgowan Primary School.

HR Services

Our highly experienced HR Services Teams provide advice and support to Head Teachers, senior managers and Governing Bodies. Offering a tailored approach with a named HR Consultant, advice can be accessed via an advice line, through our portal or with a personal visit.

We provide a comprehensive administrative service to ensure legislative compliance in the operation of HR policies and procedures and offer a range of risk assessed options so you can make an informed choice about managing and resolving issues. This includes provision of contracts and advice on pay and conditions of service.

HR Business Support Services

- Support for Head Teacher Recruitment
- Processing staff appointments, contract variations and terminations
- Administration of employee benefits and entitlements including maternity, paternity and absence
- Provision of guidance on national and local conditions of service
- Responses to employment enquiries from external organisations, public and statutory bodies (e.g. bank and building societies)
- Training of school administrative officers new to HR Administration
- Disclosure and Barring Service (DBS)

Liberata can also offer an Employment Law service which will draft Settlement Agreements for you and provide representation and support at Employment Tribunals as well as legal support on complex issues. This service is provided by Make UK through our HR Consultants to provide a holistic approach.

HR Consultancy

- Disciplinary, capability, sickness absence, grievance (case management), conflict resolution & employment law support
- Management of change, restructures and redundancy programmes including trade union representation
- Attendance management
- Pay and grading issues
- Recruitment support
- Legislative updates and compliance support including equal opportunities legislation
- Seeking medical advice on the school's behalf
- National conditions of service and advising on statutory changes
- Becoming an Academy, Multi Academy Trust or opening a Free School with TUPE transfer
- Best practice policies and procedures supported by standardised and bespoke training solutions
- HR advice and support on Employment Tribunals and Settlement Agreements

Payroll & Pension Administration

Our Payroll & Pensions Service is administered by a dedicated and experienced team who are fully conversant with the LGPS and Teachers Pensions Schemes

Providing in-depth knowledge of applying teachers' and support staff pay and conditions of service our teams provide a personalised service with a dedicated team delivering phone, email and face-to-face support with a named account manager. With seamless data transfer to Pension Services and integration with HR we reduce the administrative burden on schools while ensuring compliance with the latest legislation and processes.

Our teams process new starters joining the scheme and manage any changes which impact on the pension scheme during their employment.

Pensions

- Administration of salary sacrifice
- Support with monthly LGPS and Teachers' Pensions administration including annual service returns
- Calculation of contributions due to LGPS and Teachers' Pensions
- Provide support for employers' statutory responsibilities for auto and re-enrolment of appropriate staff into a pension scheme
- Provision of monthly management reports as required schemes as required

We support all procedures regarding re-enrolment for all types of education establishments and auto-enrolment for schools converting to academy status or academies moving to a new employer. We calculate and deduct contributions and pay these monthly to the pension scheme and AVC administrators on the schools behalf.

Payroll

- Gross and net pay preparation of salary, overtime and expense claim forms for contracted and casual/supply staff
- Calculation and reporting of all statutory and third party deductions
- Online Payslips, P60s, & P45s,
- Preparation of P11Ds for employees
- All sickness, maternity, paternity and adoption payments
- Creation of BACS payments directly to employees' accounts and to third parties
- Application of step progression and pay awards
- Timely monthly payments to HMRC and pension providers
- Secure exchange of data with HMRC via RTI (Real Time Information) including starter and leaver notifications and electronic filing of annual returns
- Administration of salary sacrifice schemes as required

800+

Payrolls per month

Our Service Ethos

Expert, trustworthy advice to help you resolve issues quicker

Robust processes ensuring staff are paid on time, debts collected and pensions managed leaving school staff free to focus on education

Reducing administration across key support functions

A tailored approach when you need it most in a way that you will understand without unnecessary jargon

Managing risk ensuring compliance is met in line with HMRC changes and new legislation

Delivering a smooth passage through Auto & re-Enrolment and Real Time Information



Data Security by Design



- Full compliance with GDPR, ensuring secure systems and processes are in place to protect personal information
- Schools Portal to provide a secure mechanism for the transfer of data between academic establishments and Payroll & HR.
- Pro-active management to ISO Business Standards.
- Resilient IT network with full Business Continuity / Disaster Recovery capability

Liberata

SCHOOLS SERVICES

For further information on Liberata Schools Services
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