



Together in partnership

**Human Resources,  
Payroll & Pensions Service**

# A PARTNERSHIP THAT DELIVERS UNRIVALLED EXPERIENCE AND EXPERTISE

With outstanding service levels and years of expertise within the education sector, Birch-HR and Strictly Education now combine their forces to offer schools and Multi-Academy Trusts an unrivalled package for HR and Payroll and Pensions provision.

Birch-HR advises and supports school leaders, internal HR teams and governors/trustees on all employee relations matters including disciplinary, grievance, staff absence, restructures and capability. Birch-HR also provide consultancy support with recruitment, investigations, leadership training, change projects and mediation. We provide an HR advisory helpdesk plus named HR consultants who get to know and understand your school and its community.

Strictly Education partners with over 1,000 schools on payroll including 130 Multi and Single Academy Trusts producing more than 65,000 payslips per month. Strictly Education understand the intricacies of education payroll and pensions. We also have extensive experience working with Local Government Pension Funds (LGPS) and sit on the Teachers Pensions provider and software group.

The combined abilities, expertise and knowledge provides a credible, best value option for your school or Trust's support services.

## *Support through transition*

If you decide to switch either Payroll and Pensions and/or HR consultancy, you will be supported through the provider transition period. To ensure you receive the best service from Strictly Education's payroll, pensions and quality teams, you will be allocated a dedicated, named payroll officer to ensure continuity and help you efficiently manage your transition.

If you decide to move your Payroll and Pensions and/or HR consultancy to Birch-HR and Strictly Education, we will provide the necessary support to ensure your staff are paid on time and any handover of casework is in line with your priorities. We will also meet with you and your CEO, headteacher, business manager, governors/trustees to discuss your HR priorities.

## Our service offer and approach

- Combined HR consultancy/advisory and payroll/pensions services designed specifically for the education sector
- Multi-level access to an online secure payroll portal
- Dedicated HR consultants, payroll, pensions and quality assurance teams, including named individuals for your school/Trust
- Flexible HR package, with an annual service level agreement and/or day rate HR consultancy
- Flexible payroll/pension offer
- DBS, contract administration, salary statements and banding letters options
- Where required, we offer OJEU compliant competitive bids to invitations to tender from Trusts of all sizes

**100%**  
*Track record in HR casework resolution*

**99.6%**  
*Payroll accuracy levels*

**93%**  
*of clients scored our service Good or Excellent*

**100%**  
*of calls for the Pensions Team are answered within 3 rings*

**92%**  
*of calls for the Payroll Team are answered within 3 rings*

# Key features

## *Human Resources*

- Specialist education Employee Relations (ER) Consultants
- Leadership and management training
- Investigations
- Recruitment
- Mediation
- Change Projects - centralisation
- Staff survey
- HR updates/blogs to help you plan ahead

## *Payroll*

- Secure online portal with multi-tier access & real time reporting
- Dedicated payroll officer & team
- Monthly HMRC FPS & EPS reporting
- Maximum flexibility & range
- Ad-hoc service enhancements
  - incl. same-day payments & reports
- Monthly draft run with changes up to 4 days before pay day
- Annual year-end reporting
- Electronic payslips
- BACS payments to employees

- Production of:
  - all statutory documentation (P45,P60)
  - HMRC submissions & documentation
- Bespoke payroll processing calendar
- Third party payment & reconciliations
- Apprenticeship Levy reconciliation & reporting

## *Pensions*

- Monthly LGPS reporting
- TP annual EOYC
- TP administration service
- LG pension starter & leaver forms
- LG year-end reports
- Auto enrolment monitoring & admin

## *Excel-Based Reporting*

- Full monthly suite of payroll analyses
- Full pension reporting
- Monthly employee variation comparison
- Total cost per employee
- Data visibility across academies & cost centres

# Key benefits

- ✓ Combined HR consultancy, payroll & pension specialists
- ✓ Cost savings
- ✓ Dedicated named professionals
- ✓ 24/7 portal access
- ✓ Qualified and knowledgeable staff
- ✓ HR advisory helpdesk
- ✓ Full management reporting
- ✓ Smooth transition process
- ✓ Mitigated implementation risk
- ✓ On-site and remote training
- ✓ Staff paid on time
- ✓ Full HRMC consultation
- ✓ Workforce updates – keeping you ahead and prepared

# Why partner with us

## Birch-HR

Birch-HR offer courageous and responsive HR consultancy services leading to time solutions, outstanding outcomes, leadership performance improvements and cost savings.

Established by a team of schools' leading HR consultancy professionals, we have grown through referrals and recommendations.

### *Samantha Hulson, HR Director, Birch-HR*

“BIRCH-HR is delighted to strengthen our partnership with Strictly Education to provide integrated HR/ Payroll and pensions solutions for schools/MATs and real choice in the marketplace for support services. We love Strictly Education's accuracy levels, client satisfaction scores, secure payroll portal functionality and suite of employee reports.

*Our combined expertise, allows headteachers, business managers, leaders and governors to focus on their teaching and learning priorities.”*

## Strictly Education

Strictly Education's professional service capabilities and technology led solutions, enable our clients to reduce their administrative costs, and remain compliant with statutory responsibilities.

Our mission is to be the trusted partner in education support services, enabling you to achieve the best outcomes for children and young people.

### *Amanda Fisher, CEO, Strictly Education*

“Strictly Education is pleased to partner with Birch-HR in providing both outstanding HR and Payroll support for schools, academies and MATs.

*Our organisations share the same principles and ideals, with our joint aim to become your establishment's trusted partners, enabling you to achieve the best outcomes for children and young people.”*



## ST JAMES' CATHOLIC HIGH SCHOOL

*Bryan Alcock, St James' Catholic High School*

“The service we receive from our dedicated Payroll officer cannot be faulted.

The service provided, the accuracy of payments and the quality of data, means that Strictly Education is greater than the sum of its parts.”



*Steve Howells, Head Teacher, City of Birmingham School (COBS)*

“Birch-HR is an indispensable part of my school. It is vital, we can access speedy advice and guidance delivered with professionalism and followed through with diligence. Birch-HR deliver all of this! I am able to work with HR advisors I trust implicitly, who know my school and take the time to know my people.”

**For more information please contact:**

*Human Resources*

**Birch-HR**

t: 0121 674 4230

e: [info@birch-hr.co.uk](mailto:info@birch-hr.co.uk)