CIVICA

Beckfoot Oakbank School streamlines HR and payroll management

Beckfoot Trust

Secondary school saves time, reduces errors and enhances reporting with Civica solutions.

Meeting complex HR and payroll needs

Oakbank School, a member of the multi-academy Beckfoot Trust, is a mixed secondary school and sixth form in Keighley, West Yorkshire. It has close to 1,700 students and employs more 300 teaching, support, administration and facilities staff.

As in many other schools, staffing levels vary according to Oakbank's requirements, such as during exam times or when people are absent. Fluctuating employee numbers, individuals working in more than one position, and differing pay grades and pension entitlements combine to create a complex environment for HR and payroll management. Oakbank found that its existing systems were struggling to cope with the challenge.

"We had information in different places, for example, on spreadsheets," says Gillian Middlebrook, Finance Manager at the school. "Inputting data in different systems was time consuming and led to increased errors."

Outcomes

- One FTE saved through increased efficiencies and reduced admin burden

- More accurate data, fewer queries and errors to fix

- Simplified, timely report generation for the leadership team

- Self-service capability puts everyone in charge of their own information

- Efficient integration of online recruitment and HR management systems

- Rollout of the Civica HR solution at all Beckfoot Trust schools.

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>
> **Gillian Middlebrook,** Finance Manager, Beckfoot Oakbank School

Ease of use

Time savings

More accurate data

The benefits of Civica HR experienced at Oakbank School led to the solution being extended to the other eight schools in the Beckfoot Trust.

Extending Civica HR across the Beckfoot Trust

When Oakbank School joined the Beckfoot Trust, it became part of a thriving network of Bradford-based primary, secondary and special schools. The benefits of using Civica HR that Oakbank experienced led to the solution being extended to the other eight schools in the trust.

Additional Civica HR features, including appraisals, training and accident reporting, have been implemented, creating a comprehensive solution to the schools' HR requirements.

The online recruitment module, Civica e-Recruit, has also been rolled out. It interfaces with existing school websites, capturing each applicant's data and attaching their CV to their record. Successful applicants' details are then automatically transferred to the Civica HR system, avoiding the need for data re-entry.

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schools now using Civica HR for a single view of data across the trust

Greater efficiencies, fewer errors

The school carried out due diligence and selected Civica's HR and Payroll solutions. "As well as being able to manage a typically complex education payroll, Civica was able to provide a range of fully integrated HR software," says Middlebrook.

The HR and finance teams report significant efficiency benefits. Data entry is easier and there's less duplication, which reduces administrative effort.

"Using the Civica system we have made significant time savings, plus we have much more accurate data, which means fewer queries and errors to fix," says Middlebrook. The time savings are such that they didn't need to replace a team member who left during system implementation.

Reporting is also much more straightforward. "Our old system took a long time to draw the different data together," says Middlebrook. "The Civica system is really user friendly and we can now provide more timely and relevant absence information for the leadership team."

Self-service proves a hit

The Civica self-service capability is popular with everyone, as it lets them update their own details such change of address, bank information, and absence requests for medical appointments.

"Everyone likes the fact that they can look at their own absence record and see their payslips," says Middlebrook. "People can be resistant to change but we were pleasantly surprised by how few said they didn't like using the Civica system."

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