



Invitation to Tender

Context

Provision of business services in schools is changing to reflect both the demands of legislative changes and to ensure the delivery of value for money.

Head teachers and Governing Boards are under ever increasing pressure to deliver outstanding Teaching & Learning whilst managing a multi-million-pound budget. Schools need to look at reducing cost without impacting on the delivery of a holistic education.

Woodfield School has reached a watershed in its evolution and over the next two to three years will be identifying how it can continue to deliver outstanding education, offering its pupils **'even more'** whilst managing reducing budgets.

Woodfield has identified services that can be delivered through third parties at a cost that represents excellent value for money. Engaging external expertise will provide additional flexibility, ensure the school has access to professionals who have a proven track record in supporting school business functions, bring fresh ideas and more efficient ways of working, add a further level of challenge and free up school finances to be invested in delivering even more.

The tender is not looking to delegate the responsibilities of school management in terms of decision making. The school will continue to make all financial and business decisions. The successful third party or parties will provide the support across an extensive range of school business functions that enables the school management to make informed judgements at every juncture.

Head Teacher:
Desi Lodge Patch
Deputy Head Teachers:
Nick Cooper
Matthew Parker

Glenwood Avenue, Kingsbury
London NW9 7LY
T: 020 8205 1977
F: 020 8205 5877
E: admin@woodfield.brent.sch.uk
W: www.woodfield.brent.sch.uk

Assistant Head Teachers:
Paul Talbot
Pam Ash



Woodfield School is a company limited by guarantee (company number 8905350, registered in England and Wales) that has its registered office at Woodfield School, Glenwood Avenue, Kingsbury, London, NW9 7LY

Business Services

Woodfield School is looking for a service provider(s) that can offer a proven track record of delivering excellent services across the following key business areas:

HR Support & Advice	Contact for third party Legal and Insurance services	Support Head teacher and Senior Leadership Team	Input drafting School Development plan, Business Continuity Plan and Future Challenges reporting
Finance Administration	Training & Coaching	Funding Bids	Project Management – Business Process Re-engineering
Intermediary for all External audits	Pension Scheme Administration	Systems Management	Liaison with EFA, DfE, Local Authority, HMRC, Government Agencies
Drafting of business specifications	Procurement	Payroll Accounting	Scope opportunities for collaborative working / outsourcing

Tender documentation, including services specification, mandatory information and selection criteria, can be obtained, via email, by contacting:

Mrs M Kadiwar – P.A. to the Head teacher mka@woodfieldschool.co.uk

The tender process will be managed through the offices of the Head teacher and Chair of the Resources Committee

Industry

Education – School Business Services

Location of contract

North-West London

Value of contract (£)

Below threshold for public supply and service contracts as prescribed by directive of the European Parliament.

Published date

24 February 2017

Closing date

30 March 2017

Contract start date

01 September 2017

Contract end date

31 August 2019