



TOP 35 OPERATIONAL SCHOOL PROCESSES TO AUTOMATE:

Staff Workflows

Automating staff forms, processes, approvals and policy management



WEDNESDAY 29TH, 12PM BST

SEPTEMBER 2021

Today's Agenda

- Top Staff Workflows to Automate
- Live demonstration
- Q&A session



Parent Workflows



Automating parent-facing
Forms, processes and
communications

Staff Workflows



Automating staff forms,
processes, approvals and
policy management

eForms Masterclass



Capturing digital consents,
signatures and
acknowledgements

Health Workflows



Managing duty-of-care,
COVID-safe processes,
incidents and injury reporting

Paperless School Trips



Automating the entire
trip management
lifecycle

Student & Public Workflows



Engaging your whole school
community with digital forms &
process automation

Your Presenters



Lachlan James
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About Us



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Our Mission

How we help schools & MATs

- Operoo empowers schools and MATs to use every minute and every pound possible on student education, rather than wasting resources on operational inefficiencies.





Use a template or
make any form



Add any
approval workflows



Automatically
distribute to
your audience



Responses received
within minutes



Trigger follow-up action
based on responses
received



Securely collect consent,
payment, medical info or any
other data required



Automated reminders
sent to stragglers



Track, analyze and
act on responses

Achieving Your Operational Goals



Faster and easier student pre-admissions and induction



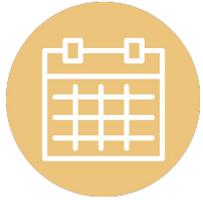
Digital school forms, consents and signatures



Up-to-date and accessible health & medical information



Digital payments and ordering



School trip and activities management



Staff requests, approvals and policy management



Streamlined communications, news & parent engagement



Manage and track incidents

TOP 35 OPERATIONAL WORKFLOWS DIGITISED BY SCHOOLS IN 2021





School Trip Management



Student Medical Cards



Injury & incident reporting



COVID-Safe Processes



School letters



IT help desk request man.



Pre-Admissions & induction



Consent Forms



Loan device reg. & man.



Bubble Scheduling



Risk Assessments



Daily Annmnt. & Messaging



Parent – Teacher Conf.



Ordering & Payments



Before and After School Club



Contactless Visitor Check-Ins



Request Mgmt.



Teacher Preference Sheets



Activity Management



SENCO Processes



Staff appraisals



Policy, Compliance, Onboarding



EAL Management



Survey distribution & collection



CPD Management



Event reg. & ticketing



Student Contracts

Staff Workflows:

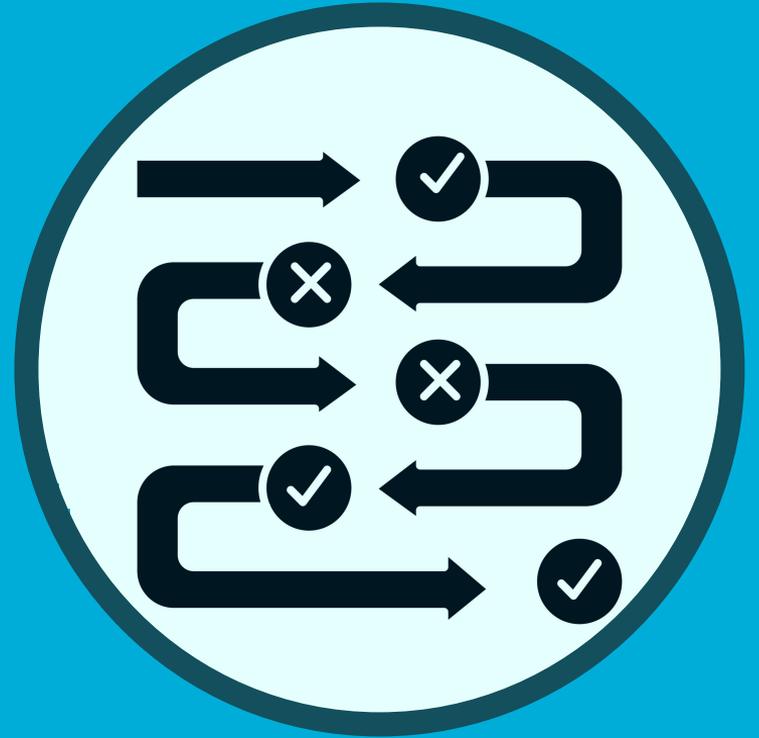
Why automate your staff processes?



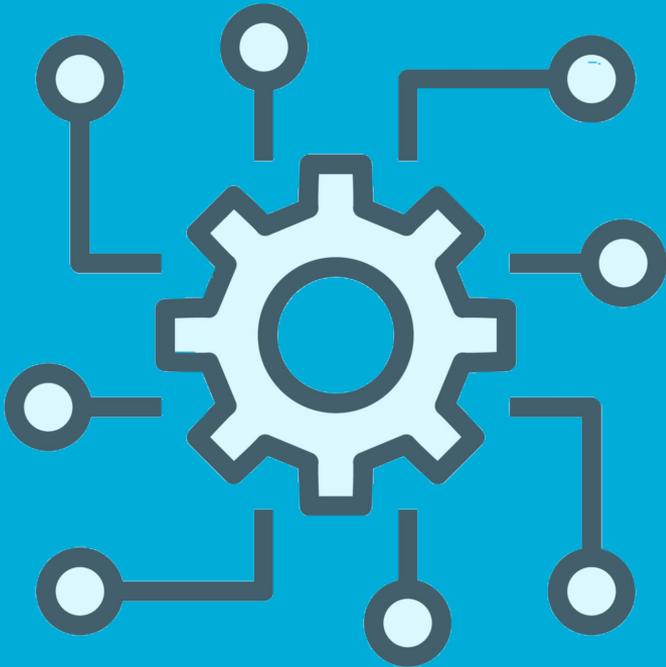
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Approval workflows

- Ensure recurring internal processes, from sick leave to PD submissions, are managed systematically and efficiently



Do more with what you have



→ Increased operational capacity
through better, faster
decision-making

Strong workplace culture

→ Improve staff productivity
and morale





“Teachers in England work an average of 54 hours a week, while school leaders work in excess of 60, according to the DfE’s own workload survey. Support staff regularly work beyond their contracted hours. Excessive hours spent on unnecessary tasks driven by the accountability regime does not help pupils learn and is contributing to the recruitment and retention crisis.”

- National Education Union, 2021

Focus on schoolwork, not paperwork



- Put the emphasis back on learning outcomes — at school and at home



“There's a lot of automation that can happen that isn't a replacement of humans, but of mind-numbing behaviour.”

- **Stewart Butterfield,**
CEO and Co-founder of Slack

A School Case Study: Automating Staff Processes



How Staten Island Technical High School invested in digitizing and automating staff processes, drastically reducing the manpower required to perform them.



The Results

“The manpower behind the automation is amazing”

**STATEN ISLAND
TECHNICAL HIGH SCHOOL**



**USER
ADOPTION**



**REDUCTION IN
REQUIRED
MANPOWER**

**STREAMLINED IN 1 PLACE
ALL STAFF PROCESSES
AUTOMATED IN ONE PLATFORM**

100%

**OF STAFF FORMS COMPLETED
WITHOUT MANUAL INTERVENTION**

100%

**AUTOMATION OF ALL
STAFF WORKFLOWS**

**OVER 30
STAFF USE CASES**



**VISIBILITY
OF STAFF
WORFLOWS**

Staff Workflows:

Top staff processes to automate



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Request management

Digital applications and
automated approval workflows

- Sick leave
- Room reservations
- IT support



New personnel onboarding



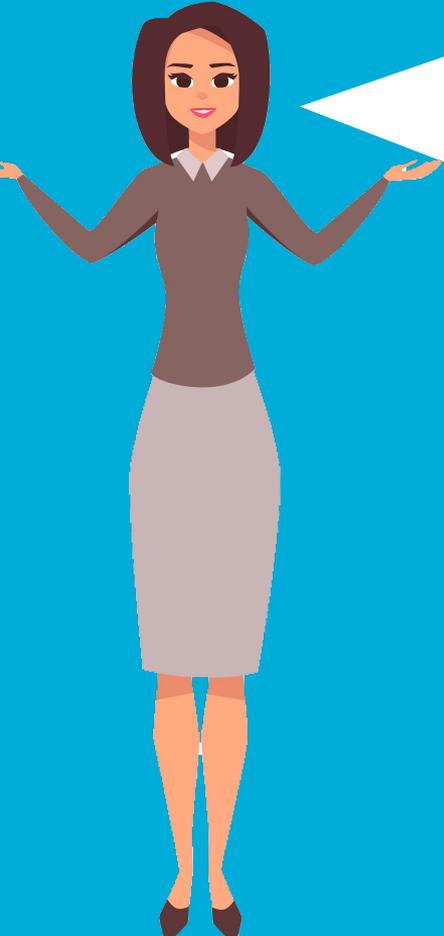
Significant resources are spent onboarding or inducting new staff members. Automate the entire onboarding process in one digital workflow with Operoo.



Staff compliance and policy management

Digitise and streamline your staff-facing processes that distract from your core mission: Teaching & supporting young people.





“Operoo has allowed us to consolidate, digitise and automate all our staff processes in one place. Not only has this significantly reduced the effort required to achieve significantly superior response rates, it’s also been invaluable for keeping staff connected and accountable during remote learning and throughout the pandemic to date.”

- Sarah Allmond
Compliance, HR and Information Manager
Bishopsgate School (Surrey, England, UK)

CPD management

Automate the whole CPD process – from lodging requests, conducting internal approvals, notifying administrative staff of coverage requirements for approved CPD absences, to tracking CPD programs against goals and allocated budgets.



Planning submissions

Digital applications and
automated approval workflows

- Events
- Extra-curricular activities
- Trips, excursions and camps



Finance management

Digital applications and automated approval workflows

- Purchase request
- Reimbursements
- Payroll management
- Overtime submissions



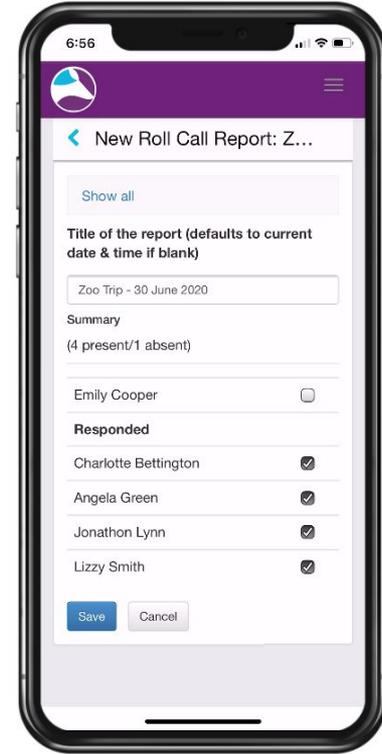
Absenteeism management

- Logging
- Tracking
- Reporting

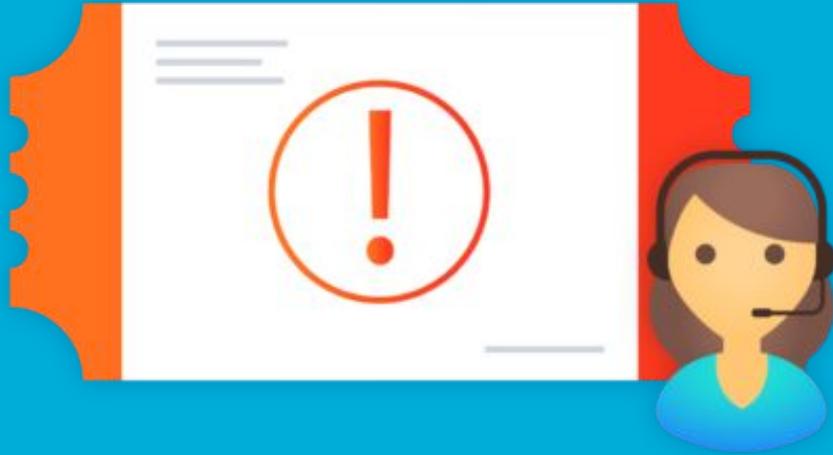


Taking digital registers

Know where your students are at all times – from tracking classes attendance during on-campus or remote learning, to participation in school trips, events & extracurricular activities.



IT help desk request management



Effortlessly set-up an end-to-end digital workflow to ensure nothing falls through the cracks – from logging, categorizing, resolving and communicating progress of support tickets submitted.

Loan device registration & tracking

Set-up inventory management workflows to facilitate, register and track the use of school equipment – such as laptops.





Risk assessments

Digitise and automate the creation and approval of risk assessments

- Consistent
- Repeatable
- Reliable
- Adhere to industry standards

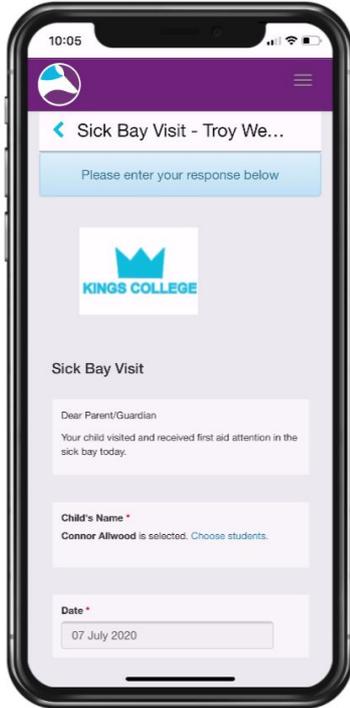
Staff intention forms / Teacher preference sheets

Digitally design, distribute, collect
and analyse staff intention forms in
a single, integrated workflow.



Student logs

Digitally submit and track specific occurrences against specific students.

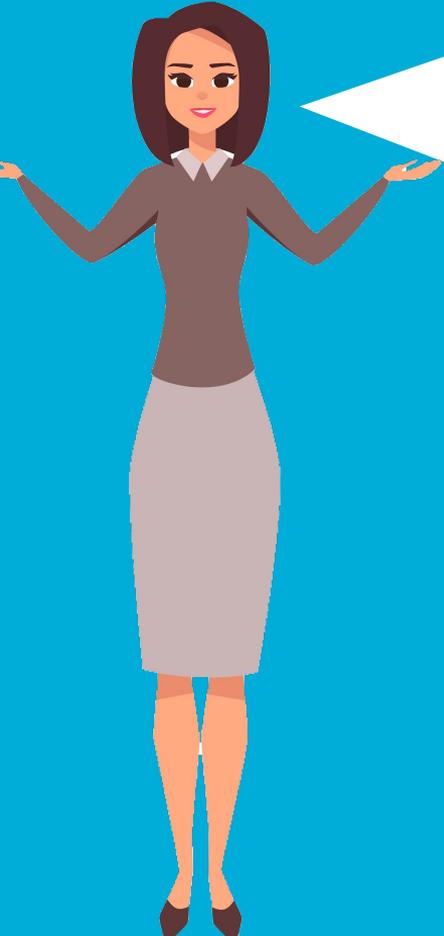


- Sickbay visits
- Incidents and injury
- Observations
- COVID test results
- Behaviour reporting
- Assessment results
- House points

Staff appraisals

Ensure everybody is held accountable to deadlines, remove the need to manually chase non-respondents, and improve completion rates and timeframes.





“About 18 months prior to Operoo, we relaunched the format of our staff appraisals. Unfortunately, we had poor uptake and engagement. So, I move it all onto Operoo along with our other staff processes. For the first time, we completed it all on-time with no manual chasing. It’s been transformative!”

- Sarah Allmond
Compliance, HR and Information Manager
Bishopsgate School (Surrey, England, UK)

The Results

Bishopsgate School



80 STAFF USE CASES

Automated through Operoo:
From staff onboarding to
leave requests.

NO MANUAL CHASING

Of staff for missing forms,
information, acknowledgements
or consents.

380 OF 380

"All our parents are onboard
with Operoo and love it."

100% AUTOMATION

Of all staff processes, requests,
forms and workflows.

12-HOURS

For all parents to return
signed digital consent forms
for remote learning.

100% STAFF ADOPTION

Staff rave about Operoo and
the amount of time the
platform saves them.

SIMS INTEGRATION

Means medical, emergency, dietary
and other data is synced and
updated in the student record.

1 SOURCE OF TRUTH

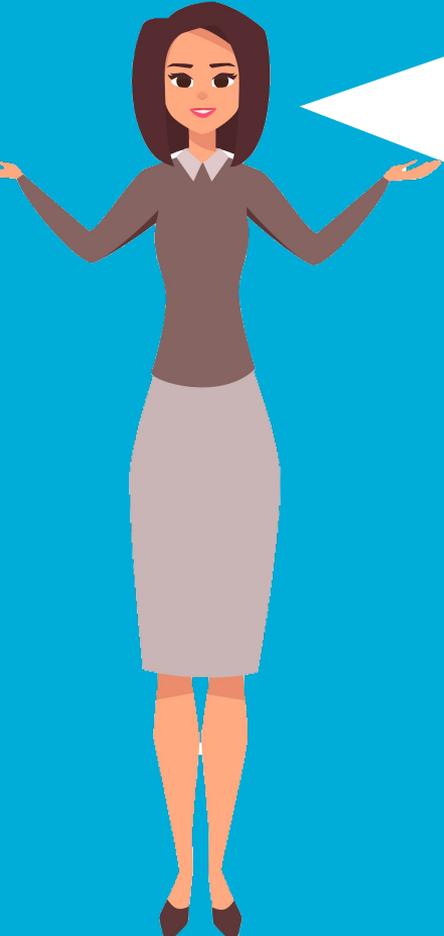
For distributing, collecting and
monitoring all staff form responses,
requests and process completions.

"TRANSFORMATIVE"

Change in staff response rates
and submission timeframes for all
policies and processes.

28 TRIGGER ACTIONS

Fully automated in one
COVID-safe workflow, keeping
the school safe and compliant.



“We’ve now automated over 80 staff forms and processes — from staff onboarding and to leave requests. But, that didn’t happen overnight. We started with the areas that caused people the most consistent pain and went from there. It’s also important to demonstrate quick wins to gain buy-in from stakeholders.”

- Sarah Allmond
Compliance, HR and Information Manager
Bishopsgate School (Surrey, England, UK)

Demonstration

Staff Workflows

- New personnel onboarding
- Request Management
- Workflows and Triggers
- Building Processes



Q&A Session



Questions?

We're here to answer them!

www.operoo.com/contact-sales

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You may also be interested in...



Thanks For Your Time

And for the incredible work you're doing

Next steps:

- 1 We'll send you the webinar recording
- 2 We'll follow-up with a copy of the presentation slides and guide
- 3 And, if you'd like to know how Operoo can help you, simply ask:
www.operoo.com/contact-sales