



Kendrick School

Support Staff Pay Policy

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SUPPORT STAFF PAY POLICY

1. INTRODUCTION

To ensure that all support staff are valued and receive recognition for their work and their contribution to school life and provide a framework for determining the pay of support staff employed at Kendrick School. In particular:

- a) To enable the Trust Board to manage the remuneration of support staff in a non-discriminatory, responsible and transparent way, which is clearly seen as such and which complies with current employment law and locally agreed guidelines on the fair and equal treatment of employees.
- b) To maintain and improve the quality of education provided for students in the school by having a support staff Pay Policy that supports the Kendrick School Development Plan (KSDP) and reflects the agreed aims of the school.
- c) To support the equitable and objective determination of appropriate pay for staff under the school's performance management policy.
- d) To have a staffing structure which will enable the school to achieve its aims and objectives under the KDSP.
- e) To review the pay policy annually against the targets set under the KSDP Plan, the confines of the agreed budget and the Trustees determining spending priorities.
- f) To support the recruitment and retention of a high quality workforce.
- g) To involve support staff in consultation in an annual review of their contracts within the terms of this policy.
- h) To work within framework documents referred to in staff contracts, specifically for support staff: National Joint Council for Local Government Services Terms and Conditions and supplemented by the Trust Board's management structure and Funding Agreement.(See paragraph 13 below)
- g) To ensure that appropriate differentials are maintained between different levels of staff.
- i) To ensure that due attention is paid to any issue of salary protection.

- j) To ensure that decisions on pay are managed in a fair, just and transparent way to secure consistency in pay decisions.
- k) The policy will be subject to consultation with staff and the representatives of recognised union organisations.
- l) To minimise the risk of successful claims being made by employees under equal pay legislation and to comply with the law, including not only general employment law but also specific provision of educational legislation and regulations relating to qualifications, specified work and registration.
- m) The Trust Board is committed to equal opportunities for all employees and will comply with Equality Act 2010, Employment Relations Acts 1996, 1999 and 2002 as well as the Part Time Worker's Regulations and the Fixed Term Employees Regulations.
- n) In implementing this policy the Trust Board will work within the national and local agreements on pay and conditions of service and the accompanying statutory and nonstatutory guidance.

2. PROCEDURES

- a) Decisions on pay other than for the headteacher (HT) have been delegated to the Headteacher by the Trust Board. Decisions relating to the HT will be made by the Pay Panel.
- b) The Pay Panel will consist of three Trustees including the Chair, the Vice Chair and another governor and carry out determinations of pay with the headteacher in accordance with the pay policy on behalf of the Trust Board.
- c) The headteacher, School Business Manager and the Resources Committee Trustees are responsible for establishing the policy following consultation with HR and legal advisors, staff and union representatives and submitting it to the Trust Board for approval.
- d) The Pay Panel will hear any appeal relating to a support staff pay related issue.
- e) The Headteacher and School Business Manager will assist the Pay Panel in an advisory capacity where appropriate.
- f) The Pay Panel will hear any appeals, but in the event that it is deemed inappropriate for any member of the Pay Panel to be present he/she may withdraw and be replaced by another member of the Resources Committee.
- g) The headteacher will ensure that staff are informed of the outcome of decisions made by the Pay Panel and of the right to appeal.

3. PAY REVIEWS

- a) The Trust Board will ensure that each support staff member's salary is reviewed annually.
- b) Where staff are absent from work for a significant period of time, e.g. due to maternity or long term sickness absence, the line manager and headteacher will still undertake an appraisal and pay review for that member of staff. Any pay progression will be determined on its individual merits and taking into account the individual's roles and responsibilities.

- c) Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
- d) Where a pay determination leads or may lead to the start of a period of salary safeguarding, the Trust Board will give the required notification as soon as possible and no later than one month after the date of the determination.

4. TERMS OF REFERENCE

The members of the Trust Board fully delegate to the Headteacher powers for routine purposes to:

- a) implement the Pay Policy with reference to staffing and financial budget plans.
- b) achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
- c) apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review.
- d) recommend to Trustees the annual budget needed for the payment of staff.

The Pay Panel shall be required to:

- e) Implement the Pay Policy with reference to the Headteacher
- f) undertake appeals, minute all decisions taken at the appeal hearings and submit their minutes to be noted by the full Trust Board.
- g) keep abreast of relevant developments and advise the Trust Board when the Pay Policy needs to be revised.

5. BASIC PAY DETERMINATION ON APPOINTMENT

The appointment of support staff shall be in accordance provisions set out in the School Staffing (England) Regulations 2009 and the DfE's Education Act 2002 Staffing Guidance. The national agreement on pay and conditions of services for local government services, known as "The Green Book" in school and also known as the Single Status Agreement covers pay and conditions for support staff . The headteacher will appoint suitably qualified and/or experienced support staff. At her discretion the number of hours and role of staff may vary having regard to the overall needs of the school and the budget. Any proposal to vary the hours of work of an existing member of staff will be discussed well in advance with that member of staff and would comply with statutory agreements and legal regulations.

The salary gradings for posts shall be based on the job description and on a system of job evaluation as adopted by the Trust Board to cover all support staff having regard to advice provided by the Education HR consultants. In determining matters of pay and grading, the Trust Board will have particular regard to the provisions set out in the National Joint Council (NJC) terms and conditions

and Local Government pay awards. From April 2019 a new NJC banding and pay scale was introduced as part of a new collective agreement following consultation with the trade unions nationally and forming part of an employee's contract of employment. The NJC agreement allows councils and academies to decide how best to implement the assimilation and increments process as long as it is implemented consistently across all employees covered by the agreement. Kendrick School, and in keeping with most academies and Local Authority Maintained schools, took the approach to increment and assimilate the pay scales. The new NJC pay scale contains fewer incremental points than the previous pay scale.

Criteria for determining pay

For support staff newly appointed, appointment will normally be on the first point of the pay range. However the appointment could be made on any of the points within the range where the headteacher wishes to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any particular recruitment difficulties.

Where an employee is regraded they will normally be placed on the bottom point of the new scale unless other assimilation arrangements have been agreed or are appropriate.

Employees on pay grades with ranges who are appointed between 1st April and 30th September will receive their first increment on the 1st April of the year following appointment. Employees appointed between 1st September and 31st March will receive their first increment six months after appointment. Progression to the maximum of the scale will then be annually on the 1st April each year until the maximum of the range has been reached.

Increments may be withheld when an employee has performed unsatisfactorily. This will take place only in the context of the Trust Board's disciplinary/capability procedure.

Wherever single point salary grade exists or the postholder is at the maximum of the range only cost of living increase will apply.

Any appeals against decisions relating to support staff pay will be dealt with in accordance with the Trust Board's grievance procedure.

6. ANNUAL SALARY REVIEW

All support staff will have their pay reviewed annually to take effect from 1 April each year and will be notified by the Headteacher in writing and within one month of the decision. Each member of the support staff will receive a written salary statement by 31st May or as early as soon as possible once the pay award has been agreed with trade unions.

7. PAYMENTS FOR OUT OF SCHOOL LEARNING ACTIVITIES

The Trust Board will not normally make payments to support staff in regard to out of school learning activities but retains the right to use its discretion.

8. PAYMENTS FOR CPD ACTIVITIES

The Trust Board will not normally make payments to staff in regard to continuing professional development activities outside of the school day but retains the right to exercise its discretion.

9. APPEALS

Any complaints with regard to pay awards or pay in general should be referred in the first instance to the Headteacher. A meeting will be convened to discuss this and a written decision issued within 10 working days.

If the member of staff's concerns cannot be resolved at this level, the complaint or formal appeal may be referred to the Pay Panel. No governor who has been involved in a member of staff's pay /performance review may serve on that member of staff's appeal committee.

An appeal may be lodged on the grounds that:

- the provisions of this policy were not applied correctly
- that there was insufficient regard for statutory guidance.
- the determination of his/her pay was flawed
- bias was applied
- discriminated unlawfully against the member of staff.
- other decisions taken by the headteacher/ Trust Board affects his/her pay

An appeal must be made in writing within 10 working days of the staff member being notified in writing of the headteacher's decision. Appeals will be heard within 20 working days of receipt of the member of staff's written notification of his/her wish to appeal. The appellant may be accompanied by a colleague or his/her trade union representative. The appellant also has the right to see all relevant papers. The appellant should set down in writing the grounds for questioning the pay decision (which must relate to one of the grounds as set out above) and submit it to the headteacher along any written evidence as part of their appeal at least 5 working days prior to the appeal hearing.

Where an appeal has been submitted by a member of staff other than the Headteacher, and they are appealing against the decision of the Headteacher, it will be for the chair of the Pay Panel to determine whether the Headteacher should be present to defend their decision.

An agenda for hearing a pay appeal is included as an appendix to this policy and the process complies with the ACAS Code of Practice on Grievances (See Appendix A)

The decision of the Appeal Panel should be notified in writing and will include a note of the evidence considered and the reasons for the decision to the member of staff within 10 working days of the appeal hearing.

This procedure performs the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.

10. EQUAL OPPORTUNITIES

Trustees will ensure that all decisions relating to pay are taken within the context of all relevant legislation and will provide genuine equal opportunities for all staff, irrespective of their gender, race, religion or belief, age, sexuality or disability.

11. PAYMENT OF ALLOWANCE (previously known as HONORARIA)

In exceptional circumstances the Trust Board reserves the right to approve payment of allowance to any member of the support staff in recognition of work that goes beyond that normally expected of the post holder having undertaken additional responsibilities.

12. OTHER PROCEDURES

Staff may have access to their salary records by giving at least twenty four hours notice during term time to the Headteacher.

13. THE ROLE OF THE HEADTEACHER

The role of the headteacher is to:

- formulate policy for consultation with staff and adoption by the Trust Board.
- arrange for appraisals to be carried
- monitor the impact of the policy on staff at the school and report accordingly to the Trust Board.

14. CONFIDENTIALITY

The Trust Board regards the performance and individual salary details of staff at the school as confidential and undertakes not to publish or divulge such information save where required by law. When such confidential items are discussed in the meetings of the Pay Panel or of the full Trust Board, they will be recorded in a confidential part 2 section of the minutes.

15. JOB DESCRIPTION

Every member of staff will be provided with an appropriate job description which should be reviewed annually. Job descriptions will be revised as and when necessary through consultation between the Headteacher and individual employee. Where there are any significant changes to the job description the implications for the grading of the job will be considered.

16. SALARY SAFEGUARDING

The Trust Board will operate salary safeguarding arrangements as required.

17. SALARY SACRIFICE

In April 2018 the childcare voucher scheme was replaced by tax-free childcare. Salary Sacrifice schemes are no longer accessible to new members.

18. LONG SERVICE AWARD/SERVICE RECOGNITION ADDITIONAL LEAVE

The Trust Board appreciates the commitment and loyalty of its staff and seeks to acknowledge this by linking length of service to the provision of employee benefits and/or remuneration as detailed in the policy.

From September 2017 all staff who have completed 20 years continuous service will be rewarded with one day off, in that particular year, in lieu, to be taken during the academic year at a mutually agreed date, having due consideration on the impact on the department and the teaching and learning in school.

19. REVIEW OF THE POLICY

The policy will be reviewed by the Pay Policy Working Party on an annual basis.

20. PENSIONS

New staff will be automatically enrolled into the local government pension scheme. Full details can be found at <http://www.berkshirepensions.org.uk> including the opt out form.

All opted out staff will be automatically re-enrolled after 3 years as part of the Pension Regulator legislation.

21. WORKING ADDITIONAL HOURS

Where an employee is asked to work additional hours over and above their weekly contracted hours or is asked to attend an activity, the Trust Board undertake to remunerate the employee in accordance with the school's overtime hourly rate payment schedule.

Number of Hours worked in the week	Hourly Rate
37 hours or below	Hourly rate
Above 37 hours	Hourly rate at Time and a half

Overtime work must be authorised in advance by SLT before it is carried out.

Where an employee is asked to worked additional hours over and above their weekly contracted hours but to carry out a different role, the Trust Board will remunerate the employee in line with the hourly rate for the role. The employee will be advised of the hourly pay rate in advance of undertaking the task e.g a cover role or administrative role.

22. PERFORMANCE PAY

Performance Pay does not apply to support staff. Accelerated incremental progression is not available to support staff as it could be contrary to Equal Pay legislation.

23. CASUAL WORKERS

Payment will be made at an enhanced hourly rate which includes holiday pay and only paid for hours worked and authorised on a timesheet. These hours will be variable according to the school needs. Casual worker hourly rates will be reviewed on 1st April each year. Normal deductions of tax and National Insurance will apply. *The school awaits the outcome of the government's consultation on the Harpur v Brazel case.*

24. RECOVERY OF OVERPAYMENTS

The headteacher or School Business Manager where appropriate will give the details of the overpayment. The parties will then reach an agreement on repayment terms.

Where possible the overpayment will be recovered on the next pay date. Where this is not possible e.g. the amount is too large in one pay period and would cause financial hardship, a repayment schedule will be agreed. The repayment term must not normally exceed the length over which the overpayment was made.

25. PROCEDURE FOR UNDERPAYMENTS

The correction for underpayment will normally take place at the next pay day.

26. ROLES AND RESPONSIBILITIES OF EMPLOYEES

Employees have a responsibility to:

- Check the accuracy of their payslip
- Seek clarification if they are unsure of any amounts on their payslip

- Immediately report any discrepancy to the School Business Manager
- Repay any amounts overpaid to them

27. ROLES AND RESPONSIBILITIES OF THE SCHOOL

The school has a responsibility to:

- Apply appropriate process for new starters, leavers and changes to contracts as soon as possible, normally before the effective date of change and in a timely manner.
- Process amendments to pay, overtime and expenses in a timely manner in accordance with payroll deadlines.
- Check accuracy of information and correct for overpayments and underpayments in a timely manner, having informed and agreed with the employee.

28. TERM TIME ONLY WORKING

The calculation for the payment of staff working term time only or annulaised hours will be applied for support staff within the school and paid in 12 equal monthly payments. The following calculation will be used:

$$\text{£ Full time equivalent salary} \times \frac{\text{contract weeks}}{52.143} \times \frac{\text{contract hours}}{37}$$

29. MONITORING THE IMPACT OF THE POLICY

The Trust Board will monitor the outcomes and impact of this policy on a regular basis to assess its effects and the school’s continued compliance with equalities legislation.

30. HOLIDAY ENTITLEMENT

The basic holiday entitlement is 24 days annual leave plus 8 days of statutory holiday entitlement. On completion of 5 years continuous service and from the following April a member a staff will receive an additional week’s holiday (5 days) if in full-time or all year round employment or the equivalent as calculated using the Term-Time calculator and accrual rating methodology.

APPENDIX A: APPEALS

(An appeal against a pay decision by a Headteacher will need to be modified accordingly)

(NAME)

AGENDA FOR PAY APPEAL HEARING

(SCHOOL)

(DATE)

(TIME)

1. Introduction of all those present.
2. The appellant and/or his representative to present his reasons for appeal with any supporting evidence, and calling witnesses* if applicable.
3. The Headteacher to ask questions of the appellant and witnesses* if applicable.
4. The Appeal Panel to ask questions of the appellant and witnesses* if applicable.
5. The Headteacher to respond to the appellant's appeal, and calling witnesses* if applicable.
6. The appellant and/or his representative to ask questions of the representative of the Headteacher.
7. The Appeal Panel to ask questions of the representative of the Headteacher.
8. The appellant and/or his representative to summarise.
9. The Headteacher to summarise.
10. Hearing to be adjourned whilst all parties, except the Pay Panel, their adviser and the Clerk, leave the room.
11. The parties will be recalled and if the Pay Panel have made their decision this will be confirmed.

*Where witnesses are called it is usually advisable that they are called in one at a time. They should be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness called in.

APPENDIX D: SUPPORT STAFF NJC PAY SCALES 2025-26

Point scale 2025		
	Salary Levels	Hourly Rate April 2025 to March 2026
1		
		0.00
2	24413.00	12.65
3	24796.00	12.85
4	25185.00	13.05
5	25583.00	13.26
6	25989.00	13.47
7	26403.00	13.69
8	26824.00	13.90
9	27254.00	14.13
10	27694.00	14.35
11	28142.00	14.59
12	28598.00	14.82
13	29064.00	15.06
14	29540.00	15.31
15	30024.00	15.56
16	30518.00	15.82
17	31022.00	16.08
18	31537.00	16.35
19	32061.00	16.62
20	32597.00	16.90
21	33143.00	17.18
22	33699.00	17.47
23	34434.00	17.85
24	35412.00	18.35
25	36363.00	18.85
26	37280.00	19.32

27	38220.00	19.81
28	39152.00	20.29
29	39862.00	20.66
30	40777.00	21.14
31	41771.00	21.65
32	42839.00	22.20
33	44075.00	22.85
34	45091.00	23.37
35	46142.00	23.92
36	47181.00	24.46
37	48226.00	25.00
38	49282.00	25.54
39	50269.00	26.06
40	51356.00	26.62
41	52413.00	27.17
42	53460.00	27.71
43	54495.00	28.25