



ST. MARY'S  
ACADEMY TRUST

# St Mary's Academy Trust

## Support Staff Pay Policy

**Date Agreed by HR Committee:** August 2023

**Date to be Reviewed:** The date the NJC 2023 pay award is agreed.

## **1. Introduction**

- 1.1 This policy sets out the framework for making decisions on pay for non-teaching staff. A copy of this policy will be sent to all staff by the school in which they work.
- 1.2 In adopting this pay policy, the aim is to:
  - Support recruitment and retention and reward staff appropriately; and
  - Ensure accountability, transparency, objectivity, and equality of opportunity.
- 1.3 The pay policy is set by St Mary's Academy Trust Board. The Board shall be responsible for the establishment and review of the pay policy. The HR Committee shall have full authority to take pay decisions on behalf of the Board in accordance with this policy. The Headteacher shall be responsible for advising their Local Governing Body on its decisions.

## **2. Determination of Pay**

- 2.1 For non-teaching posts within the Trust the NJC Job Evaluation Scheme is used, for Chief Officer posts the JNC conditions of service are applied, see Appendix One and Appendix Two.

## **3. Salary on Appointment**

- 3.1 For Director Level posts the post will be appointed to at the agreed approved salary unless there is good evidence that the successful appointment of a person with the required skills, knowledge, experience, abilities, and qualities cannot be made without varying the remuneration package. In such circumstances a variation to the package must be approved by the HR Committee.
- 3.2 Appointments to other posts will normally be placed on the first point of the grade. However, Headteachers in consultation with the Local Governing Body, have the discretion to award higher starting points within the grade of the post in order to salary match or, if justified, by the skills and experience of the candidate. Decisions and justifications for these must be clearly recorded and a copy of the minutes sent to the HR Committee for information.

## **4. Salary on Promotion/Secondment**

- 4.1 On promotion or secondment employees should normally be placed on the first point of the grade of the post. However, Headteachers in consultation with the Local Governing Body, have the discretion to award higher starting points within the grade of the post in order to salary match or, if justified, by the skills and experience of the candidate. Decisions and justifications for these must be clearly recorded and a copy of the minutes sent to the HR Committee for information.

## **5. Pay Progression**

- 5.1 Pay progression for those on Grades 1 to 17 is in accordance with the Trust's Incremental Progression Guidance.
- 5.2 Pay progression for office staff on Grade 2 and 3 is in accordance with the Trust's Incremental Progression and Competence Framework Guidance.

## **6. Standby Payments**

- 6.1 Standby payments will be made in accordance with the Trust's Standby Policy.

## **7. Honoraria Payments**

- 7.1 Honoraria payments will be made in accordance with the Trust's Honoraria Payments Policy.

## **8. Laundry Allowance**

- 8.1 This is payable at a rate of £4.80 per month.

## **9. Bank Holiday Working**

- 9.1 Employees required to work on a public or extra statutory holiday shall, in addition to the normal pay for that day, be paid plain time rate for all hours worked within their normal working hours for that day. In addition, at a later date, time off with pay shall be allowed as follows:

\*Time worked less than half the normal working hours on that day – half day

\*Time worked more than half the normal working hours on that day – full day

## **10. Overtime/Additional Hours**

- 10.1 Full time employees who are required to work overtime/additional hours beyond their working week are entitled to receive overtime payments at a rate of time and half (Monday to Sunday).

- 10.2 Part-time employees who are required to work overtime/additional hours will be paid at plain time up to 37 hours per week Monday to Friday. Weekend work and time over 37 hours per week will be paid at time and half.

## **11. School Trips**

- a) Overtime will be paid for hours worked above those contracted for a day trip OR time back will be given.
- b) Please note the working day for residential trips is 8am to 9pm

## **12. Suspension**

12.1 The Trust, as an employer, will only suspend someone if it's needed. For example, suspending an employee while they carry out an investigation, if it is a serious situation and there's no alternative, and medical suspension or pregnancy suspension to protect an employee's health and safety.

12.2 An employee will remain on full pay during the period which they are suspended.

## **13. Interim Prohibition Orders**

13.1 Where a school is made aware that the Secretary of State has made an interim prohibition order, in respect of an individual who works at a school, they should take immediate action to ensure the individual does not carry out work in contravention of the order. This means that pending the findings of the investigation, the individual must not carry out teaching work.

13.2 An employee that has an interim prohibition order will remain on full pay until the investigation has been concluded.

## **14. Appeals**

14.1 If any member of support staff is dissatisfied with a decision made about their pay, they should follow the appeals section of the Trust's grievance procedure.

## **15. Data Impact Assessment**

15.1 At all stages of this procedure data obtained will be used only for the purpose for which it is intended and will be stored securely with restricted access to those involved in the process. Following the process data will be stored on the electronic personal file for the duration of the employees' employment with the Trust and for 6 years thereafter. The data will be destroyed at this time using a confidential shredding service.

## **16. Equality and Diversity**

16.1 This policy has been impact assessed by the HR Committee, if on reading this policy you feel there are any equality and diversity issues, please contact HR who will if necessary ensure the policy is reviewed.

## Appendix 1. NJC Pay Scales

Grade	01/04/2021		01/04/2022	
	Scale point	Salary	Scale Point	Salary
1	1	£18,333.00	1	£20,258.00
	2	£18,516.00	2	£20,441.00
2	3	£18,887.00	3	£20,812.00
	4	£19,264.00	4	£21,189.00
3	5	£19,650.00	5	£21,575.00
	6	£20,043.00	6	£21,968.00
4	7	£20,444.00	7	£22,369.00
	8	£20,852.00	8	£22,777.00
	9	£21,269.00	9	£23,194.00
	10	£21,695.00	10	£23,620.00
	11	£22,129.00	11	£24,054.00
5	12	£22,571.00	12	£24,496.00
	13	£23,023.00	13	£24,948.00
	14	£23,484.00	14	£25,409.00
	15	£23,953.00	15	£25,878.00
	16	£24,432.00	16	£26,357.00
	17	£24,920.00	17	£26,845.00
6	18	£25,419.00	18	£27,344.00
	19	£25,927.00	19	£27,852.00
	20	£26,446.00	20	£28,371.00
	21	£26,975.00	21	£28,900.00
	22	£27,514.00	22	£29,439.00
	23	£28,226.00	23	£30,151.00
7	24	£29,174.00	24	£31,099.00
	25	£30,095.00	25	£32,020.00
	26	£30,984.00	26	£32,909.00
	27	£31,895.00	27	£33,820.00
8	28	£32,798.00	28	£34,723.00
	29	£33,486.00	29	£35,411.00
	30	£34,373.00	30	£36,298.00
	31	£35,336.00	31	£37,261.00
9	32	£36,371.00	32	£38,296.00
	33	£37,568.00	33	£39,493.00
	34	£38,553.00	34	£40,478.00
	35	£39,571.00	35	£41,496.00
10	36	£40,578.00	36	£42,503.00
	37	£41,591.00	37	£43,516.00
	38	£42,614.00	38	£44,539.00

	<b>39</b>	<b>£43,570.00</b>	<b>39</b>	<b>£45,495.00</b>
<b>11</b>	<b>40</b>	<b>£44,624.00</b>	<b>40</b>	<b>£46,549.00</b>
	<b>41</b>	<b>£45,648.00</b>	<b>41</b>	<b>£47,573.00</b>
	<b>42</b>	<b>£46,662.00</b>	<b>42</b>	<b>£48,587.00</b>
	<b>43</b>	<b>£47,665.00</b>	<b>43</b>	<b>£49,590.00</b>

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week).

\*Subject to change – dependent on the confirmation of the NJC pay agreement 2023.

## Appendix 2. JNC Pay Scales

Grade	01/04/2021		01/04/2022	
	Scale point	Salary	Scale Point	Salary
Grade 12	44	£48,869	44	£50,794
	45	£50,035	45	£51,960
	46	£51,205	46	£53,130
	47	£52,462	47	£54,387
Grade 13	48	£53,775	48	£55,700
	49	£55,083	49	£57,008
	50	£56,402	50	£58,327
	51	£57,711	51	£59,636
	52	£58,826	52	£60,751
Grade 14	53	£59,985	53	£61,910
	54	£61,307	54	£63,232
	55	£62,729	55	£64,654
	56	£63,137	56	£65,062
	57	£64,682	57	£66,607
Grade 15	58	£66,210	58	£68,135
	59	£67,759	59	£69,684
	60	£70,146	60	£72,071
	61	£71,810	61	£73,735
	62	£73,563	62	£75,488
Grade 16	63	£75,277	63	£77,202
	64	£77,167	64	£79,092
	65	£79,043	65	£80,968
	66	£80,915	66	£82,840
	67	£82,786	67	£84,711
Grade 17	68	£83,177	68	£85,102
	69	£86,234	69	£88,159
	70	£88,290	70	£90,215
	71	£90,345	71	£92,270
	72	£92,700	72	£94,625
	73	£94,462	73	£96,387