

RIVERSIDE SCHOOL



Pay Policy for Support Staff

APPROVED BY GOVERNORS

RESPONSIBLE PERSON - HEADTEACHER

Contents

Statement of Intent

1. Legal Framework
2. Equality
3. Roles and Responsibilities
4. Contractual Matters
5. Working Time
6. Pay and Grading
7. Statutory Leave and Time Off
8. Leave of Absence
9. Reimbursement of Expenditure
10. Training and Development
11. Pay on Leaving the Role
12. Probationary Periods
13. Working Additional Hours
14. Temporary Responsibilities
15. Honarium Payments
16. Call-Out Payments
17. Pensions
18. Job Evaluation
19. Monitoring and Review

Appendix 1 – Support Staff Pay Scales

Appendix 2 – Organogram

Statement of Intent

Riverside School operates a fair and transparent policy to ensure a consistent approach to how support staff pay is structured.

The school has developed this policy to ensure that all members of support staff are aware of the basis on which the school determines their pay, the process for annual pay reviews and progression, and the process for addressing any grievances concerning their pay.

This policy aims to:

- provide transparency and clarity on pay for support staff;
- ensure that all staff are suitably rewarded for their contributions;
- ensure that all staff are highly motivated, well-supported and likely to remain with the school;
- support recruitment and retention, and reward support staff appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity.

Use of the term “support staff” within this policy adheres to that defined in The School Staffing (England) Regulations 2009 as any member of the school’s staff other than a teacher who is employed by a maintained school or academy in England, and works at one or more of those schools. Pay policy and procedures for teaching staff are determined under the Pay Policy for Teaching Staff.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Working Time Regulations 1998
- Employment Relations Act 1999 (as amended)
- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (as amended)
- The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 (as amended)
- The School Staffing (England) Regulations 2009
- The Equality Act 2010
- The Education (Independent School Standards) Regulations 2014
- DfE ‘Staffing and employment advice for schools’

This policy operates in conjunction with the following school policies:

- Capability Policy and Procedure for Support Staff
- Equality, Diversity and Inclusion (EDI) Policy and Procedure for Staff
- Equalities Statement

- Appraisal Policy – Support Staff
- Grievance Policy and Procedure for Staff

The governing board will consider advice on support staff pay offered by the following bodies:

- recognised trade unions;
- the school's HR provider; and
- the local authority (LA).

The school has adopted the provisions as set by the LA. All riverside support staff are paid per Bromley Localised Pay, which is considerate of the provisions as outlined within the National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service, also known as the 'Green Book'.

2. Equality

The school is committed to promoting equality of opportunity for all staff and aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

The school will ensure that support staff are afforded equal opportunities in employment, and protect staff from discrimination, harassment and victimisation related to their protected characteristics.

The school will ensure that school activities operate in accordance with the provisions laid out in the Equality Act 2010, and in line with the school's Equality, Diversity and Inclusion (EDI) Policy and Procedure for Staff, Equality Policy and Equalities Statement.

3. Roles and Responsibilities

The governing board will:

- hold leaders to account for the effective and efficient performance management of support staff;
- oversee the financial performance of the school and make sure that all money is well spent;
- delegate all its functions relating to the employment of support staff to the headteacher;
- have effective oversight of the performance of all employees at the school and awareness of the LA's framework for support staff pay and conditions of service;
- establish procedures by which staff may seek redress for any grievance relating to their work at school;
- where necessary, access appropriate professional advice and support from reliable and accredited individuals or organisations, including legal advice;
- monitor the outcomes of this policy and review any changes as necessary.

The headteacher will:

- assume responsibility for the general control and management of support staff within the school, operating within the autonomy, powers and functions delegated to them by the governing board;
- know, understand and act within the statutory framework which sets out their professional duties and responsibilities;
- make any pay recommendations for support staff at the school and submit these to the governing board and or LA as appropriate for approval, having regard to the School Staffing (England) Regulations 2009;
- ensure that the governing board has sufficient evidence upon which to make decisions regarding pay;
- ensure that effective appraisal systems are in place, and that members of staff have the knowledge and skills necessary to apply these procedures fairly;
- keep support staff well informed of any decisions made regarding pay progression;
- maintain records of decisions and recommendations made, and evidence that all decisions have been made fairly;
- develop, implement and evaluate the school's policies, practices and procedures, and submit updates to the governing board for approval;
- communicate any approved changes to this policy to all support staff;
- access appropriate professional advice and support from reliable and accredited individuals or organisations, including legal advice, where necessary.

The school business manager (SBM) will:

- control, monitor and evaluate the school's finances, ensuring compliance with financial requirements and regulations;
- work with the administration and data manager to maintain administrative systems, ensuring that maximum efficiency is achieved;
- use payroll software to ensure that:
 - support staff are paid in full on the agreed date each month
 - automatic pay scale increases are communicated to payroll
 - all other changes to salaries are agreed with the headteacher and communicated to payroll
- contribute to ensuring equality and confidentiality for all staff in line with the school's policies and procedures;
- handle sensitive and/ or confidential data in adherence with relevant data protection regulations; and
- be a point of contact for the headteacher, SLT and governing board in regard to employment law and associated matters, including updates to policies and procedures.

Support staff will:

- maintain conduct of the highest standard such that public confidence in their integrity is sustained;
- engage with their appraisal, as per the Appraisal Policy for Support Staff;
- keep records of their objectives and review them throughout the appraisal process; and
- submit a job evaluation request if they believe it is appropriate to do so.

4. Contractual Matters

The school will appoint staff in accordance with employment law, and follow the requirements set out in the School Staffing (England) Regulations 2009. For support staff employed at the school, it is the LA who will be the employer. The school is mindful of this fact and is aware of their legal obligations when making decisions regarding the pay and grading of support staff.

The school will provide staff with a written statement of particulars, covering certain minimum requirements, including the following:

- scale of pay;
- intervals of pay;
- hours of work;
- holidays;
- sickness benefit;
- pensions;
- notice period;
- title of job;
- whether contracts are fixed or permanent;
- place of work.

Job Descriptions and Person Specifications

The HR team in support of the SBM will provide job descriptions and person specifications for all staff members on behalf of the headteacher and the governing board.

Job descriptions will contain the following information:

- the role and responsibilities;
- key areas of responsibility and reporting structures;
- the pay range and any additional payments or allowances pertaining to the role;
- the reason for any additional allowances or payments, and whether the payments and/ or allowances are permanent or temporary.

Job descriptions and person specifications will be in place prior to appointing the staff member in question. Job descriptions for new posts will be evaluated prior to advertisement to determine the correct pay grade and scale point.

Whenever a job description is amended significantly or a new job description is created, the pay grade for the role in question will be reviewed in consultation with the staff member and the school's HR provider.

Job descriptions will be reviewed regularly as part of the performance management process. Any changes to job descriptions will be made in consultation with the staff member and any recognised unions, as necessary. Where significant changes are made to a role, a new job description will be created.

Where large-scale changes to staffing structures are required, resulting in significant changes to roles and responsibilities, all changes will be made in consultation with staff and recognised trade unions, with a view to seeking an agreement before job descriptions are issued.

Transfer of Undertakings (Protection of Employment) (TUPE)

The school is aware that individuals' terms and conditions of employment are protected by regulations when the school they work for transfers to a new employer.

The school will access appropriate professional advice, including legal advice, where this is the case.

5. Working Time

The standard working week for full-time support staff is 36 hours per week. Exact working hours are determined on appointment.

Term-time only (TTO) weeks are 38 per annum plus up to five inset days/ staff training days.

Additional weeks may be worked where agreed by the headteacher and the relevant line manager.

6. Pay and Grading

The school will ensure that pay and grading of jobs is fair and non-discriminatory, complying with equal pay legislation and associated codes of practice.

The school has adopted the LA's pay and grading structures and provisions, support staff are on Bromley Localised Pay which is considerate of the provisions as outlined within the National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service, also known as the "Green Book".

The pay range for all new roles prior to advertising the role, will be determined via a fair job evaluation process except in some cases where it is in relation to new high-level roles and further determination is required by the governing board following a case proposal from the headteacher.

When a new staff member is appointed, the headteacher will determine the starting scale point for the role from within the advertised pay range.

Any staff member who is dissatisfied with the grading of their job is entitled to appeal for a reconsideration of the grading.

Part-Time Staff

Part-time staff will have applied to them the pay and conditions of service pro-rata to comparable full-time employees.

In regard to training and development activities, part-time employees will have access equal to that of full-time employees. When on training courses outside their contracted daily hours, staff will be paid on the same basis as full time employees.

Temporary Employees

Temporary employees will receive pay and conditions of service equivalent to that of permanent employees.

Pay Structures

The pay scales for the period 1st March 2025 to 31st April 2026 are in Appendix 1.

The school will take advice from internal and external HR on the grading of all support staff posts. Incremental pay progression will be awarded annually on 1st April each year until the highest scale within the grade is reached. If a staff member has less than six months' service in the grade by 1st April, they will receive their first incremental increase six months after their appointment, promotion or regrading.

Automatic progression will not apply once the highest scale point of the grade has been reached. Movement to a higher grade will only be granted in the following circumstances:

- the staff member's roles and responsibilities have changed significantly, and the role is regraded following a job evaluation;
- the staff member is appointed to a new post within a higher grade; or
- the post is part of a career graded framework.

Newly appointed employees will be appointed at the minimum scale point within the relevant grade, except where deviation is authorised by the headteacher.

Following the completion of 5 and 10 years' continuous service, (TTO) employees' salaries will be adjusted to take account of their entitlement to additional leave.

Pay Dates

Support staff will be paid on the 27th of each month.

7. Statutory Leave and Time Off

Public Holidays

Irrespective of length of service, staff will be entitled to a holiday with a normal day's pay for each of the statutory general and public holidays as they occur – this amounts to eight days per year pro-rata for part-time and term time employees.

Annual Leave

Entitlement to annual leave for support staff will be specified in their individual contracts of employment.

For TTO employees, a pro-rata annual leave entitlement is included within the pay calculation as set out in the contract of employment. The statutory entitlement to annual leave coincides with periods of school closures and is, therefore, considered to be taken during this time.

Annual leave will be expected to be taken during school holidays unless agreed in advance with the headteacher for staff that work all year round (52 weeks per year). There is no entitlement to take leave during term time. See the school's Discretionary Leave Policy. Any requests for annual leave for year-round staff should be requested a minimum of 2 weeks in advance of the requested leave start date.

Annual leave allocation runs from 1st April to 31st March. Year-round employees will be expected to use their leave within these dates.

In exceptional circumstances, where leave could not be used in full for legitimate reasons, the headteacher may agree to carry over a maximum of 5 days leave.

8. Leave of Absence

The school recognises that there may be times when staff will need to take additional time away from work. The school will comply with any statutory regulations regarding allowance of time off for employees.

The following are examples of leave of absence which may be requested (this is not an exhaustive list):

- bereavement leave;
- time off to care for dependants;
- urgent domestic reasons;
- jury service and/ or witness summons;
- Justice of the Peace (Magistrate) duties;

- other public duties;
- personal health and welfare;
- examination and revision leave;
- religious observance; or
- service in non-regular armed forces or volunteer reserve services.

Paid leave of absence will be granted for staff undertaking jury service or serving on public bodies or undertaking public duties. Where an allowance is claimable for loss of earnings the employee should claim and pay the allowance to the school.

Provisions for leave and pay for maternity, paternity, adoption, parental and parental bereavement leave will be arranged in line with the Employment Rights Act 1996, and the school's relevant policies.

Full policy and procedures for leave are outlined in the school's Discretionary Leave Policy.

Sickness Absence

Sick pay is based on continuous service within any public authority to which the Redundancy Payments Modification Order 1985 applies. The school will apply the service thresholds, payments, and LA applied terms and conditions as applicable to the school.

Staff who are absent from work on sickness absence must not participate in any other form of work, paid or unpaid, during or outside of their normal working hours without the prior written authorisation of the school.

Full policy and procedure for leave is outlined in the school's Capability Procedure for Support Staff.

9. Reimbursement of Expenditure

Staff necessarily incurring additional expense in the course of their work in respect of travel, meals or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced. Agreement and approval must be sought in advance.

10. Training and Development

Staff attending or undertaking required training will be entitled to the payment of normal earnings, all prescribed fees and other relevant expenses arising.

When attending training courses outside contracted daily hours, part-time employees will be paid on the same basis as full time employees.

Staff will be entitled to paid leave for the purpose of sitting for required examinations.

11. Pay on Leaving the Role

In the event that an employee terminates their employment part way through the leave year, the school will determine whether there has been an overpayment or underpayment of salary at the point of leaving.

For example, an employee whose employment commences on 1st September and who receives an annual pro-rata salary of £12,000, based on a contract for 195 working days per year, will have their pay reconciled according to the proportion of the year worked. If this employee were to leave at the end of February, they will have completed 108 of their 195 contracted working days – equivalent to 55.38% of the working year. However, by the end of February they would have only received 50% of their annual salary (six of twelve monthly instalments of £1000 each).

In this scenario, the employee will be owed the difference – 5.38% of their annual pay – which equates to £645.60 ($£12,000 \times 5.38\%$).

Where an overpayment has occurred, the school will reserve the right to recover any salary paid in excess of what is due. This provision will be included in employees' contracts. Repayment will be arranged either through mutual agreement for staged deductions or, where appropriate, through the undertaking of additional work by the employee.

12. Probationary Periods

When appointed, staff will be required to satisfactorily complete a six-month probationary period.

A pay increment may be withheld if an extension to the probationary period is required at the end of the six-month probationary period.

13. Working Additional Hours

Additional hours worked will be agreed by the headteacher, deputy headteacher or SBM.

Additional payment or time off in lieu is provided for all agreed additional hours worked. Additional hours will be submitted to the HR team using a form that details the additional hours worked. Payments will be made in accordance with the terms and conditions.

Time off in lieu will be used within the academic year it was granted and cannot be carried forwards.

14. Temporary Responsibilities

From time to time, employees may be asked to take on the duties of a higher-grade role – this is sometimes known as 'acting up'.

If a staff member takes on the full duties of a higher-grade role, a temporary responsibility payment will be payable after the role has been undertaken for four weeks, backdated to the date the duties were first undertaken.

Temporary responsibility payments represent the difference between the staff member's current salary and the lowest grade of the higher-grade role, or one increment if the salary falls within the range of the grade for the role they are covering.

Payments for temporary responsibilities do not apply to TA's undertaking cover supervision.

Agreed temporary responsibility payments will be recorded on the staff member's file, including the date of agreement, the amount and the reasons for the payment, and the school's payroll provider is notified to arrange the payment.

15. Honorarium Payments

Where employees take on some of the duties of a higher-grade role, but not all the duties, a temporary responsibilities payment will not be applicable.

For employees taking on some of the duties of a higher-grade role and taking on a substantial body of work in addition to their main role, an honorarium may be paid.

Honorarium values are determined in the same manner as temporary responsibility payments, but only a percentage of the amount will be payable, dependent on the proportion of the duties undertaken.

Honorarium payments will be agreed in advance with the headteacher. Agreed honorarium payments will be recorded on the staff member's file, including the date of agreement, the amount and the reasons for the payment, and the school's payroll provider is notified to arrange the payment.

16. Call-Out Payments

Call-out payments will be made when support staff are required to attend out-of-hours call-outs.

Call-out payments will be subject to a minimum payment of two hours' standard rate.

These payments will only be made when call-outs are required outside of the staff members' standard working hours.

17. Pensions

Staff will be auto enrolled into the Local Government Pension Scheme (LGPS) providing

they:

- are not already in a qualifying pension scheme at work;
- are aged between 22 and state pension age;
- ordinarily work in the UK;
- pay income tax and National Insurance contributions from their wages; and
- earn £10,000 or more in a year in that employment.

Any staff that decide to opt out of the LGPS will be re-enrolled every three years unless they instruct the school otherwise.

Staff that do not fulfil the above criteria may still qualify for a workplace pension as a non-eligible jobholder or entitled worker. They should discuss this with the HR team.

18. Job Evaluation

Newly created or vacant posts, or posts which change significantly during a restructuring exercise, may be subject to job evaluation. Job evaluations are used to determine the appropriate level of remuneration for a role – they help to ensure a fair and transparent pay structure across the school.

Job evaluations are assessments of the role, not the individual, and take into account the following:

- the school's needs;
- the knowledge required to undertake the role;
- the level of problem-solving required;
- the level of decision-making required;
- the level of responsibility;
- the potential impact and control afforded;
- the operational environment;
- the effort required to undertake the role; and
- the managerial responsibilities of the role.

The job description, person specification and structure chart will all be taken into consideration when undertaking job evaluations. The school will ensure that these documents reflect the full responsibilities and duties of the post and the skills, knowledge and experience required. If the post-holder is in place during the job evaluation, the appropriate documents will be created/ amended in consultation with the staff member and agreed prior to implementation.

Job evaluation will not be used to recognise temporary additional duties or honorarium payments. Temporary additional duties and honorarium payments will be handled in accordance with the provisions outlined in this policy.

Job Re-Evaluation

Staff can request a re-evaluation within three months of a change in duties by submitting a job evaluation request form and completing a job evaluation questionnaire.

Re-evaluation of newly appointed employees or previously restructured roles will only be considered once the staff member has been in the role for 12 months, unless it is agreed that the role is significantly different to the role advertised or there has been a significant change in the duties of the role.

Re-evaluation of existing roles will only be permitted where there has been a significant change in duties, or the staff member perceives that a comparative role is graded higher.

Requests will be approved by the headteacher and carried out by an external HR provider.

Re-evaluations will be based on the following:

- the job evaluation request form;
- the job evaluation questionnaire;
- the job description;
- the person specification;
- the structure chart.

If the decision is made to upgrade the pay grade of the role following the re-evaluation, the resulting back pay will be calculated from the date of the change of duties and up to three months prior to the re-evaluation request.

Once a re-evaluation has been completed, the school will be notified of the decision by the HR provider. If the grade has changed, the SBM or HR team will notify the payroll provider and ensure the correct contract documentation is in place.

Appeals Against Job Evaluations

The school will strive to resolve all potential grievance issues informally.

Employees can appeal against job evaluations on the following grounds:

- the staff member believes that the pay scheme has been wrongly applied, and can provide evidence and examples;
- the staff member believes that an equivalent role within the school is graded higher, and can provide evidence and examples; or
- the staff member believes that the job description and/ or person specification has been misinterpreted, and can provide evidence and examples.

Staff who are dissatisfied with their pay recommendation will first have an informal meeting with their appraiser or headteacher to discuss the reasons for their dissatisfaction.

If the staff member believes the pay determination to be incorrect following their informal meeting, they may make a representation to the pay committee by submitting a formal written statement.

The staff member will be given the opportunity to make representations, provide evidence, ask questions and bring witnesses forward during their meeting with the pay committee. The pay committee will make a final decision and will notify the support staff member in writing of the final pay determination.

If the staff member does not agree with the final pay determination, they may appeal the decision to the appeals panel, which is made up of governors.

The staff member and their appraiser of the headteacher will have the opportunity to present evidence and witness and question each other regarding the determination.

The appeals panel will notify the support staff member in writing of the appeal's decision and the reasons for this decision. This decision will be final, and the support staff member will not be able to question the determination any further.

There is no right to appeal where a re-evaluation resulted in an upgrade. Appeals may result in a grade reduction.

The staff member has 10 working days from the date they were notified of the re-evaluation outcome to submit their appeal in writing to the headteacher.

Pay Protection

Where a pay determination resulting from job evaluation or redeployment leads to a period of safeguarding, the SBM will give the required notification no later than one month after the date of the determination.

Pay protection periods, where applicable, will last for 12 months.

19. Monitoring and Review

The governing board will review this policy on an annual basis, ensuring that all processes and values are up-to-date and guarantee equality.

Any changes made to this policy will be communicated to all members of support staff.

Appendix 1 – Support Staff Pay Scales

LONDON BOROUGH OF BROMLEY - LOCALISED PAY			
SALARY SCALES OPERATIVE FROM 1 APRIL 2025			
SCALE	SPINAL POINT	SALARY	PER HOUR
BR4	12	24435	13.02
	13	24608	13.11
BR5	13	24608	13.11
	14	25012	13.33
	15	25461	13.56
	16	25561	13.62
BR6	17	26100	13.91
	17	26100	13.91
	18	26324	14.02
	19	26952	14.36
	20	27843	14.83
BR7	21	28626	15.25
	22	29166	15.54
	23	29664	15.80
	24	30550	16.28
BR8	25	31458	16.76
	26	32394	17.26
	27	33395	17.79
BR9	28	34399	18.33
	29	35674	19.01
	30	36789	19.60
BR10	31	37605	20.03
	32	38633	20.58
	33	39709	21.16
BR11	34	40770	21.72
	33	39709	21.16
	34	40770	21.72
	35	41566	22.14
BR12	36	42608	22.70
	35	41566	22.14
	36	42608	22.70
BR13	37	43738	23.30
	38	44951	23.95
	38	44951	23.95
	39	46334	24.69
	40	47509	25.31
	41	48700	25.95

BR14	41	48700	25.95
	42	49874	26.57
	43	51064	27.21
	44	52259	27.84
Additional points only to be used for market/wkend or night enhancements	45	53373	28.44
	46	54608	29.09
	47	55815	29.74
	48	57008	30.37

Appendix 2 – Organogram

