



Brierley CE Primary School

Support Staff Pay Policy

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Our Vision

Though we are many, we are one body. Together, we learn and grow.

God is at the heart of all we do, shining His light to guide us on our journey. Together, we face change and transformation with courage.

In love, we nurture all to be resilient, hopeful and aspirational; to become the very best version of ourselves, knowing that we are loved.

Each member of our school community is honoured and celebrated for their unique character and qualities: difference is met with dignity and compassion. Though we are many, we are one body.

Our community at Brierley stretches beyond the school, where we share God's message of love through our actions, our thoughts and our words as we continue on life's path.

Statement of intent

Brierley CE Primary School_ understands that a fair and transparent policy is needed to establish the pay structure of support staff at the school.

As a result, the school has developed this policy to ensure that all members of support staff are aware of the basis on which the school determines pay for support staff, the process for annual pay reviews and progression, and the process for addressing any grievances support staff may have 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.
- 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 Teachers' Pay Policy.

1. Legal framework

his 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
- 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:

- Staff Attendance and Absence Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- CPD and Training Policy
- Grievance Policy

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

- Recognised trade unions
- HR provider
- LA

The school has adopted the provisions 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 Staff Equality, Equity, Diversity and Inclusion Policy.

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 its 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 the framework for their 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 frameworks which set out their professional duties and responsibilities.
- Make any pay recommendations for support staff at the school and submit these to the governing board 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 SBM will:

- Control, monitor and evaluate the school's finances, ensuring compliance with financial requirements and regulations.
- Work with and 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.
- 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 be responsible for:

- Maintaining conduct of the highest standard such that public confidence in their integrity is sustained.
- Keeping records of their objectives and reviewing them throughout the appraisal process.

Submitting all complaints in line with the provisions of this policy and the school's Grievance Policy.

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 has adopted the provisions of 'The Green Book' for support staff employed at the school. The provisions of this agreement will therefore have a contractual bearing on all support staff contracts.

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 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 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. 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 37 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 provisions detailed within 'The Green Book' and will pay support staff in line with the pay and grading structures outlined therein.

The headteacher will determine the pay range for all new roles prior to advertising the role, except in relation to new high-level roles. All pay decisions for new high-level roles introduced into the staffing structure will be determined 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 are as follows:

Grade	Pay point	£ Per annum	£ Per annum after 2025/2026 pay award	Additional information
2	2	23,656	24,412.99	
	3	24,027	24,796.86	
3	4	24,404	25,180.93	
	5	24,790	25,573.28	
	6	25,183	25,973.06	
4	7	25,584	26,380.69	
	8	25,992	26,796.78	
	9	26,409	27,220.89	
	10	26,835	27,653.71	
	11	27,269	28,094.93	
5	12	27,711	28,544.47	
	13	28,163	29,002.23	
	14	28,624	29,468.20	
	15	29,093	29,942.38	

	16	29,572	30,424.88	
	17	30,060	30,915.92	
	18	30,559	31,414.43	
	19	31,067	31,921.61	
6	20	31,586	32,437.39	
	21	32,115	32,961.79	
	22	32,654	33,494.96	
	23	33,366	34,435.11	
	24	34,314	35,412.37	
	25	35,235	36,366.52	
7	26	36,124	37,278.97	
	27	37,035	38,167.12	
	28	37,938	39,150.02	
	29	38,626	39,860.63	
	30	39,513	40,778.93	
8	31	40,476	41,770.75	
	32	41,511	42,842.86	
	33	42,708	44,079.38	

	34	43,693	45,090.85	
	35	44,711	46,134.75	
9	36	45,718	47,187.74	
	37	46,731	48,248.11	
	38	47,754	49,316.13	
	39	48,710	50,269.47	
	40	49,764	51,357.25	
10	41	50,788	52,413.22	
	42	51,802	53,459.66	
	43	52,805	54,496.56	

The pay award will be backdated to April 2025. In accordance with *The Green Book*, all locally determined pay points that are above the maximum of the national pay spine, but graded below deputy chief officer, fall within the scope of the NJC. While pay levels for such posts are set locally, once agreed they will be increased in line with nationally negotiated NJC pay awards. Accordingly, these pay points will be uplifted by 2.5 percent for 2024/2025.

The school will take advice from the LA on the grading of all support staff posts. Incremental pay progression will be awarded annually on 1 April each year until the highest scale within the grade is reached.

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.
- 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.

Pay dates

Support staff will be paid on the 26th 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.

Employees with less than 5 years' service are entitled to 23 days' annual leave plus 5 additional days.

Employees with greater than 5 years' service are entitled to 26 days' annual leave plus 5 additional days.

Employees with greater than 10 years' service are entitled to 31 days' annual leave plus 5 additional days.

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.

Year-round employees will be expected to request to take leave two weeks in advance of the requested start date.

Annual leave will be expected to be taken during school holidays unless agreed in advance with the headteacher. There is no entitlement to take leave during term time.

Annual leave allocation runs from 1 April to 31 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
- 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.

The school will provide the recognised trade unions with facilities necessary to carry out their functions, including paid leave of absence to attend meetings concerned with the work of the NJC and Regional / Provincial Councils and the operation of a check off system whereby, with the consent of the individual, trade union dues are deducted from pay.

Necessary paid time off will be granted for the purpose of medical screening for cancer.

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, the 'Green Book' and the school's Maternity, Paternity, Adoption Parental and Parental Bereavement Leave Policy.

Full policy and procedures for leave are outlined in the school's Staff Attendance and Absence 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 terms and conditions provided for within 'The Green Book'.

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 school.

Full policy and procedures for leave are outlined in the school's Staff Attendance and Absence Policy.

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.

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.

Full policy and procedures for training and development are outlined in the school's CPD and Training Policy.

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 1 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 will have received only 50% of their annual salary (six of twelve monthly instalments of £1,000 each).

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

12. 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.

Probationary records

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 SBM using a form that details the additional hours worked. Payments will be made in accordance with the terms and conditions of 'The Green Book'.

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 TAs 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.

Call-out payments will only be made when call-outs are required outside of the staff member's 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.
- 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 headteacher.

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
- 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 within 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 the LA.

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 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
- 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 made up of governors.

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

The appeals panel will notify the support staff member in writing of the appeals 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.