

Support Staff Pay Policy

Reviewed by
Position
Date reviewed
Date of next review

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Trust People Director
12.02.2025
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THIS POLICY WILL BE REVIEWED ANNUALLY BY THE TRUST PAY AND CONDITIONS COMMITTEE IN THE LIGHT OF FUTURE AMENDMENTS TO THE GREEN BOOK.

This policy applies to all support staff across the Salterns Academy Trust including:

- All education support staff
- Support Staff who are not based in the classroom

EQUAL OPPORTUNITIES

All pay-related decisions will comply with relevant legislation.

The Trust will promote equality of opportunity in all areas taking account of individual circumstances including absence due to maternity leave or long-term sick leave and make adjustments where appropriate.

All decisions made under this policy will be objective, evidence based and fully justifiable.

PAY DECISIONS

The Trust will work within the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service and any local arrangements agreed with the trade unions.

A copy of the Trust's current grade structure is attached to this policy.

The Trust will pay support staff on the appropriate rates of pay, relevant to their grade.

Where a role has evolved over time, an employee will be able to request a re-evaluation of the post providing that they are able to clearly demonstrate that the job tasks and responsibilities of the role are substantially different to those they were originally appointed to. Employees should be aware that a request for re-evaluation may result in the grade for the post going up, remaining the same, or in some instances the grade may go down.

BASIC PAY DETERMINATION ON APPOINTMENT

The Trust will appoint a new employee on the first pay point within the grade applicable to the post.

The Trust may, in exceptional circumstances (for example, where there are recruitment difficulties or where an individual demonstrates that they have significant experience to bring to the role), appoint a new employee on a higher pay point within the grade. In these circumstances the Trust will be aware of setting precedents and/or any potential equal pay claims and therefore will demonstrate a clear rationale for their decision.

ANNUAL INCREMENTS

Employees are eligible to receive an annual increment on 1st April each year until the maximum of their pay band is reached.

The Trust expects all its employees to complete the appraisal process in accordance with the Trust Appraisal Policy.

A new employee (permanent or fixed term) who has not completed at least 6 months' service by the 1st April will receive an increment on the following 1st April and at 12-month intervals thereafter until the maximum of the grade is reached.

An employee who has been promoted to a role paid at a higher pay band and who has not completed at least 6 months' service in the promoted role by the 1st April will receive an increment on the following 1st April and at 12-month intervals thereafter until the maximum of the grade is reached.

An employee whose current role has been upgraded to a higher pay band will be eligible to receive an annual increment on 1st April and at 12-month intervals thereafter until the maximum of the grade is reached.

ANNUAL LEAVE ENTITLEMENTS (EXCLUDING CASUAL EMPLOYEES)

The annual leave year for all support staff runs from the 1st September to 31st August.

Employees working on term time only contracts are obliged to take any annual leave entitlement during school closure periods. Annual leave restrictions during term time for full time employees will be clearly stated in contracts/or job description.

An employee who commences employment part way through a leave year will have their annual leave entitlement pro rata for the first year. This will be calculated from their first day of employment up to and including the end of the leave year (1st September/31st August).

Annual leave entitlements will be pro rata for part-time employees.

SALARY

The Trust will apply the provisions of national and local conditions of service, in relation to support staff pay.

Support staff grading is determined by matching the role to the appropriate standard role profile; each role profile has been subject to job evaluation.

Part-time support staff

Support staff employed on an on-going basis at the school but who work less than a full working day or week, and/or who work less than 52 weeks per year, are deemed to be part-time.

The salary of part-time support staff is calculated against a reference of 37 hours per week for full-time staff. The salary of support staff who are employed on contracts of less than 52 weeks per year is calculated based on their actual working weeks, adjusted to take account of their annual leave entitlement which is based on grade and length of service. The salary for all support staff is paid in 12 equal monthly instalments across the year. Calculation as shown below.

Hours worked per week X Working weeks per year plus holiday entitlement X full time equivalent salary = part time salary

WORKING ADDITIONAL HOURS

Where an employee is asked to work additional hours or is asked to attend an activity (e.g. staff meeting, parents evening) the school will offer the employee time in lieu (with prior agreement from the Personnel Committee). Only in exceptional circumstances will the employee be paid for any additional hours.

Additional Hours (commonly referred to as "Overtime") are any hours worked over an employee's contracted hours or working weeks per year.

INSET DAYS

All employees are required to attend INSET days when they fall on their contracted hours/day worked per week.

Where an INSET day falls on an employee's non-working day, they may attend this (with prior agreement from the personnel committee) provided that they receive equivalent time off in lieu. INSET days will be planned well in advance and discussed with employees who do not usually work on these days. Alternative arrangements will be discussed and agreed to ensure that, where possible, the majority of employees can attend the INSET days.

SHIFT PATTERN ALLOWANCE

A shift allowance may be paid to an employee for working unsociable hours such as during the evening.

Shift allowance payments will be notified in the offer letter and contained in writing within the Statement of Particulars of Employment.

Working patterns are to be agreed with the employee giving at least 2 weeks' notice.

EDUCATIONAL VISITS/RESIDENTIAL VISITS

Support staff are not contracted to attend educational visits/residential courses, however, are encouraged to undertake these duties in line with the requirements of their role and agreement of Line Manager.

Where an employee agrees to attend a residential course, they will receive their normal days' pay.

An employee may wish to offer to attend as a 'volunteer' in which case no additional payment, other than agreed out-of-pocket expenses, will be made.

BURSARIES/ADDITIONAL PAYMENTS

Bursaries are a matter for the Trust to consider and award on a case-by-case basis.

Bursaries should be used rarely and must be objectively justified.

Bursaries will only be paid if an employee is temporarily undertaking the duties of a higher graded post or undertaking a specific piece of work that is outside of their established role and responsibility.

Employees' undertaking some or all of the duties of a high graded post will be paid a bursary from the first day of undertaking the duties unless:

- Their job description provides for them to undertake the duties concerned from time to time;
- The grade of their substantive job reflects this.

The amount payable by bursary will be agreed prior to the identification of the additional duties being undertaken by the Executive Headteachers/Headteacher and must be authorised by the CEO.

All bursaries will be reported to the Trust Pay and Conditions Committee, so it can maintain the implementation of this policy.

SALARY SACRIFICE ARRANGEMENTS

Employees participating in any such arrangements (e.g. A childcare voucher scheme) will likely see their gross salary being reduced accordingly for the duration of such participation in a scheme, and in line with the agreements required for the salary sacrifice arrangement.

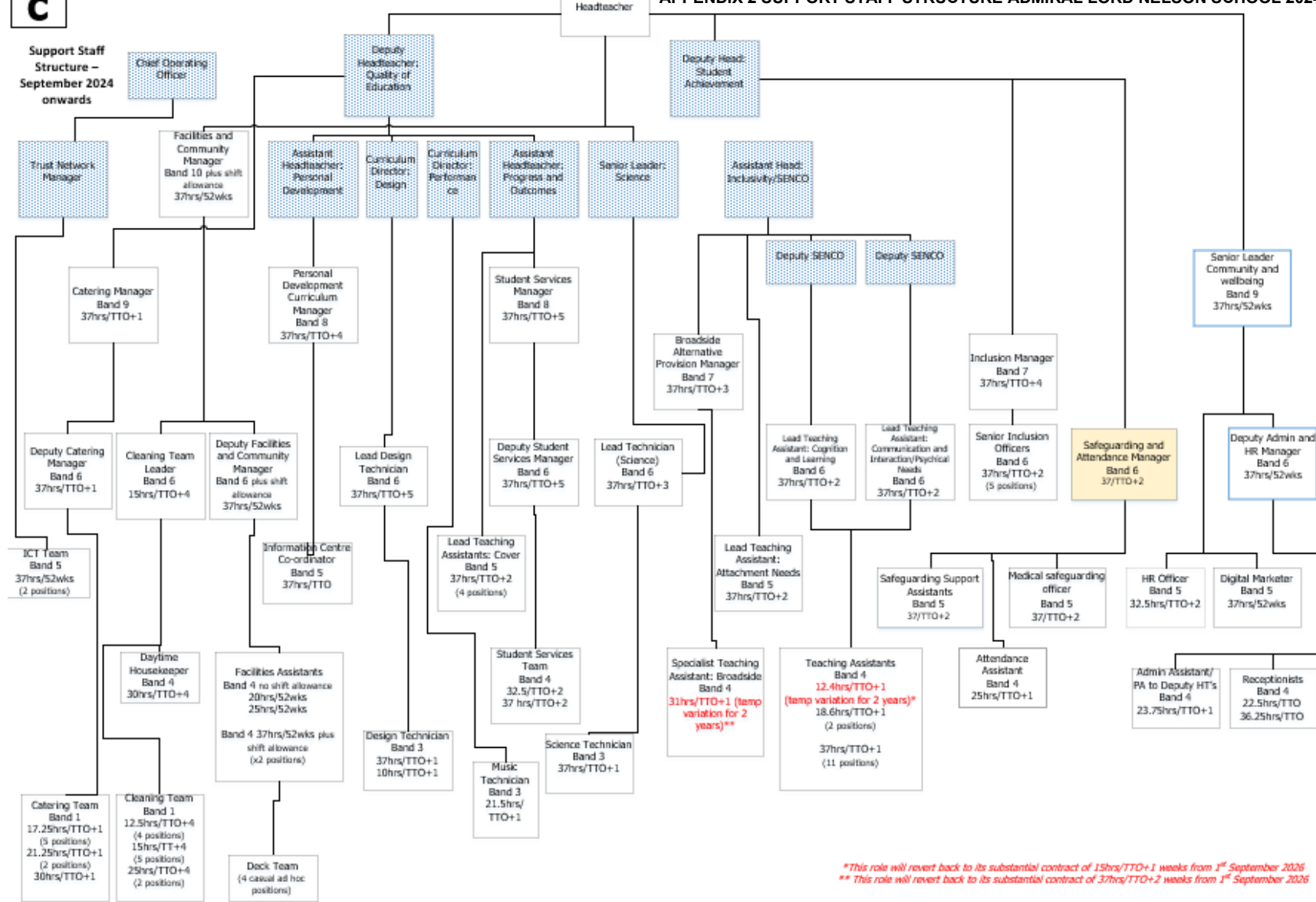
APPENDIX 1 – PORTSMOUTH CITY COUNCIL PAY BANDS AND SCALE

Salary Band	Pay Scales from 01-Apr-24		
Band 1	23,473	Band 13	66,085
	23,656	Band 14	66,085
Band 2	23,656		67,334
	24,027		68,597
Band 3	24,027		69,970
	24,420		71,287
Band 4	24,420		72,605
	24,972	Band 15	73,968
	25,652		75,262
Band 5	25,652		76,924
	26,061		78,505
	26,543		80,465
	27,363		82,671
Band 6	27,363	Band 16	82,671
	28,047		82,852
	28,838		84,518
	29,605		86,182
	31,067		87,850
Band 7	31,067	Band 17	89,516
	31,586		89,707
	32,815		91,553
	33,725		93,399
	35,235		95,245
Band 8	35,235		97,089
	35,710		98,935
	36,304	Band 18	103,684
	37,036		105,825
	37,937		107,965
Band 9	37,937		110,104
	38,625		112,246
	39,512		114,387
	40,476	Band 19	120,625
	41,510		120,751
Band 10	41,510		123,195
	42,707		125,645
	43,693		128,090
	44,710		130,539
	45,718	Band 20	160,218
Band 11	45,718		163,547
	46,730		166,878
	47,754		170,204
	48,710		173,535
	49,764		176,868
Band 12	50,787		
	51,802		
	52,804		
	53,822		
	54,999		
Band 13	59,017		
	60,623		
	62,357		
	64,178		

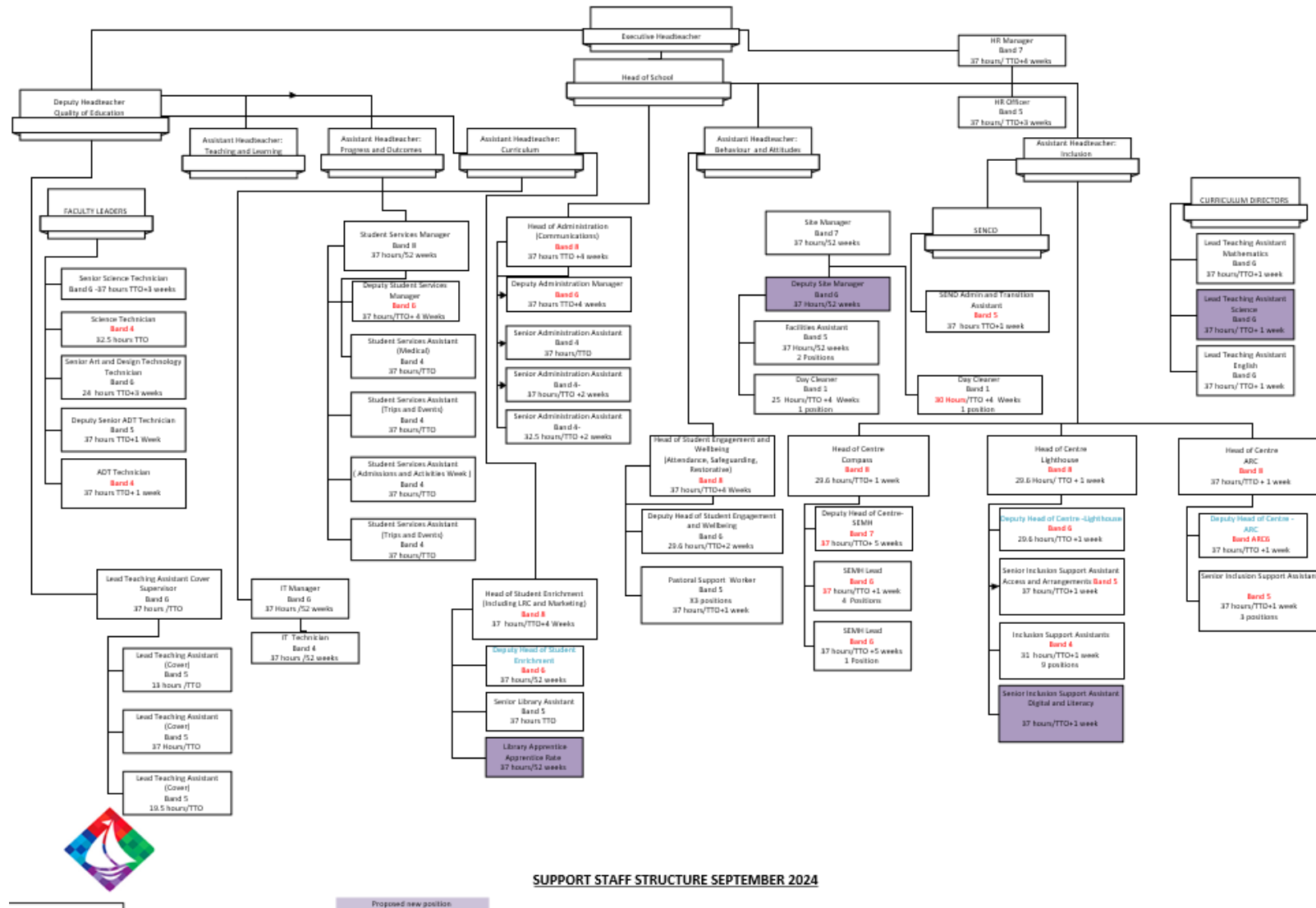
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Support Staff
Structure –
September 2024
onwards

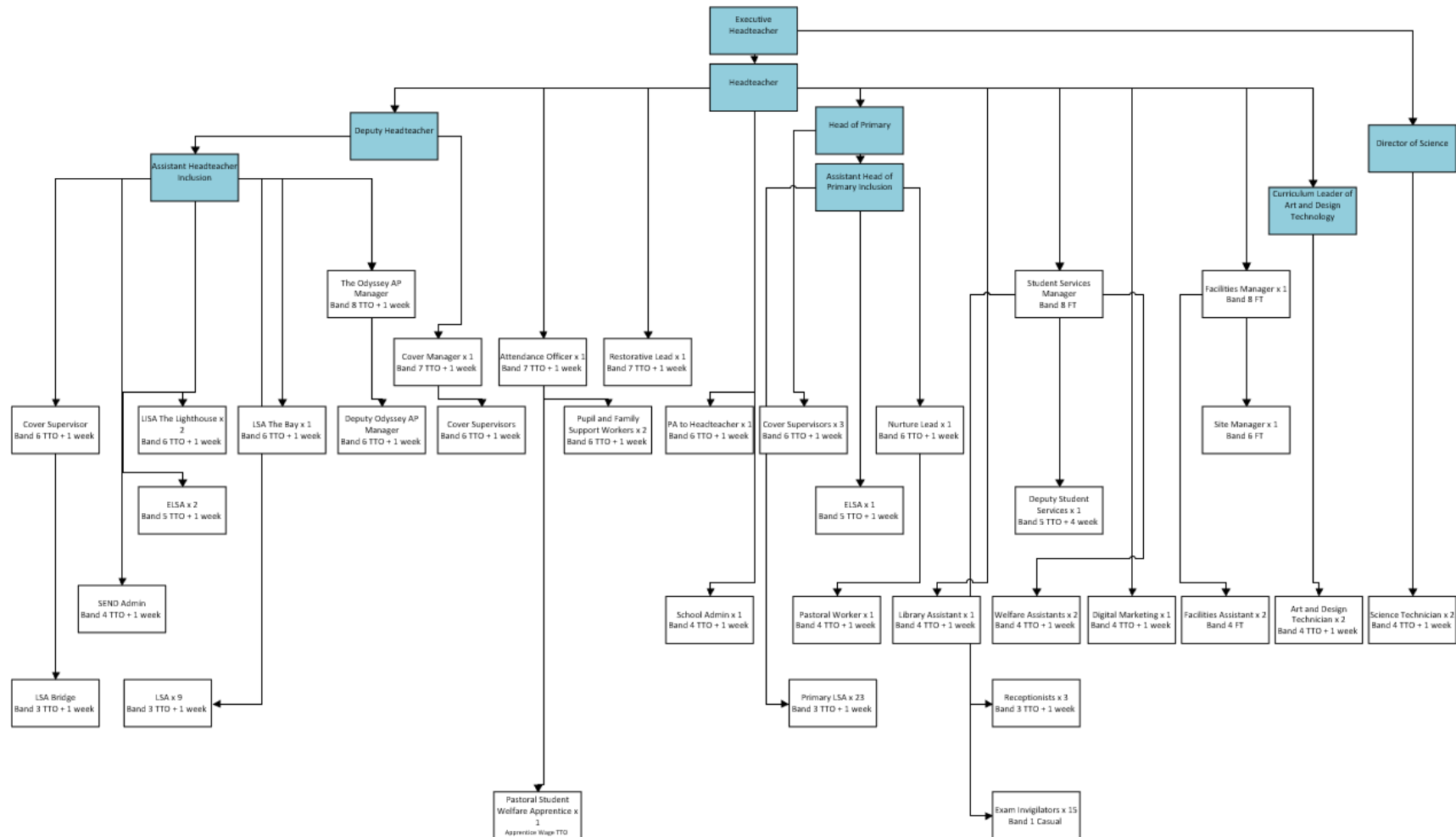
APPENDIX 2 SUPPORT STAFF STRUCTURE ADMIRAL LORD NELSON SCHOOL 2024



APPENDIX 3 SUPPORT STAFF STRUCTURE TRAFALGAR SCHOOL



APPENDIX 4 MAYFIELD SUPPORT STAFF STRUCTURE



Appendix 5 Central Trust Staff Structure

