



Girls' Learning Trust

# **SUPPORT STAFF PAY POLICY**

Approved By: HR Committee  
Approval Date: November 2023

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## **1. INTRODUCTION**

- 1.1 The aim of this policy is to provide a clear framework for remunerating and rewarding support staff employee of the Girls' Learning ("the Trust") and to ensure that they receive proper recognition for their work and contribution to the Trust and the schools.
- 1.2 This policy applies to all new and existing support staff appointed to new contracts of employment by the Trust, after the original date of approval of this policy by the Trust HR Committee in June 2017. Employees appointed earlier than this date should reference the appropriate school-based pay policy for support staff. If in doubt, please contact either your line manager or HR for advice.
- 1.3 The Trust's Human Resources Committee ("HR Committee") will review the policy at least every 3 years and may at any time approve such changes as it considers necessary and in the interests of the Trust, which may be subject to comment and input from staff and/or their representatives.
- 1.4 This policy does not form part of an employee's contract of employment and may be amended by the Trust from time to time.

## **2. PURPOSE**

- 2.1 The purpose of this policy is to:
  - enable the Trust to manage the remuneration of staff within the financial constraints imposed upon it in a fair, non-discriminatory, responsible and transparent way
  - maintain and improve the quality of education provided for students in the school by having a pay policy that supports the Trust and school development plans, and reflects the agreed aims by:
    - supporting the quality of teaching and learning
    - facilitating the recruitment and retention of high-quality staff
    - enabling the Trust to recognise and reward staff appropriately for their contribution to the work of the Trust and its schools
  - ensure that all staff participate in arrangements for the appraisal and performance review process. In addition, all staff should have access to advice, training and developmental opportunities appropriate to their needs. The appraisal and performance review process is addressed in the Trust Support Staff Performance Appraisal Policy.

## **3. SUPPORT STAFF PAY RANGE**

- 3.1 Support staff are paid at a rate applicable to the job they are employed to do. A normal working week is 36 hours. The Trust Support Staff Pay Range and applicable pay points under this policy are set out in the Trust Support Staff Pay Spines & Ranges updated annually and attached in Appendix A.
- 3.2 The Chief Executive Officer (CEO), with delegated authority from the Trust, will determine the appropriate pay point on the Trust Support Staff Pay Spine for a support staff role having regard to:
  - the nature of the role and work required by it, and;
  - the relevant qualifications and / or experience required, and;
  - the recruitment / retention needs of the school and/or Trust in respect of the post.
- 3.3 The rates of pay will be reviewed annually by the HR Committee and may be adjusted for cost-of-living increases. However, there is no obligation on the Trust to increase support staff rates of pay for cost-

of-living increases, and, in particular, the fact that a pay rise has been given in any particular year does not oblige the Trust to do so in any future year.

- 3.4 Individuals may be awarded performance related pay progression within the applicable Support Staff Pay Range. This may result in incremental pay rises within the Support Staff Pay Range awarded. However, there is no obligation on the HR Committee to award performance related pay progression. Further information on the procedures for performance related pay progression under the Trust Support Staff Pay Policy are set out in the Trust Support Staff Performance Appraisal Policy or relevant school policy (if applicable).
- 3.5 If, at any time, the CEO considers that a member of the support staff is being asked to undertake, or has undertaken, increased responsibility on a permanent or temporary basis, the CEO may reconsider the job description of the post with the new responsibilities, and, if appropriate, the post may be re-graded.

#### **4. LEADERSHIP & EXECUTIVE STAFF PAY**

- 4.1 For the recruitment of Trust Executive posts, the Remuneration Committee, in consultation with the CEO, will determine the pay to be advertised and the pay agreed on appointment.
- 4.2 The CEO, in consultation with the Remuneration Committee, shall be responsible for approving any increases to Executive post pay, based on performance and benchmarked against similar Trusts within the sector, whilst ensuring there is a clear link between pay and the Trust's strategy.

#### **5. PENSION SCHEME**

- 5.1 All support staff employees will (in accordance with the law for automatic enrolment) be automatically enrolled in the Trust pension scheme, which is the Local Government Pension Scheme (LGPS). Information on auto enrolment can be obtained from the Trust Payroll Manager.

#### **6. ANNUAL LEAVE AND OTHER BENEFITS**

- 6.1 Annual leave is an entitlement to paid time off. Staff employed on term-time contracts receive a proportionate annual leave and public/bank holiday entitlement and pay for this is included in their monthly equated pay. Staff on all-year-round contracts are required to work during school holidays, unless it is a public/bank holiday or when they have booked annual leave. Staff starting in employment after the 1<sup>st</sup> September in any year will receive a proportionate annual leave allowance, based on the number of complete months of service.
- 6.2 Support staff are contractually required to take their leave during school closure periods. The leave year runs from 1<sup>st</sup> September to 31<sup>st</sup> August each year. In exceptional cases, permission for annual leave may be granted during term time, taking into account any operational considerations, and at the discretion of the CEO, following approval by the Headteacher of the school or Chief Operating Officer (COO). Notice of at least 1 month is normally required before approval for any annual leave will be granted.
- 6.3 Staff also receive a number of other benefits, the provision of which is reviewed on an annual basis by the Trust. The current list of additional benefits and other procedural arrangements are set out in Appendix C.

#### **7. APPEALS**

- 7.1 If a member of the support staff is unhappy with any decision made pursuant to this policy, they

should attempt to resolve the matter informally by discussing the matter with their Line Manager and/or the Headteacher and/or COO

- 7.2 If the member of staff remains unhappy with the decision, having attempted to resolve matters informally, the formal procedure should be used as set out in the Trust Grievance Policy.

**APPENDIX A: TRUST SUPPORT STAFF PAY SPINES & RANGES**

Pay Spine	Effective 1 April 2023		
-			
1	£22,679	GLT Range 1	
2	£23,437		
3	£24,001		
4	£24,848		
5	£25,852		
6	£27,438		
7	£27,855	GLT Range 3	
8	£28,272		
9	£28,698		
10	£29,139		
11	£29,583		GLT Range 4
12	£30,033		
13	£30,495		
14	£30,963		
15	£31,440	GLT Range 5	
16	£31,926		
17	£32,421		
18	£32,925		
19	£33,438		
20	£33,957		

21	£34,491		
22	£35,031		
23	£35,577		
24	£36,045	GLT SO1	
25	£36,567		
26	£37,443		
27	£38,364	GLT SO2	
28	£39,264		
29	£39,951		
30	£40,833		
31	£41,808	GLT SO3	
32	£42,840		
33	£44,019		
34	£45,021	GLT SO4	
35	£46,041		
36	£47,040		
37	£48,060		
38	£49,083	GLT SO5	
39	£50,031		
40	£51,093		
41	£52,116	GLT SO5	
42	£53,136		
43	£54,129		
44	£55,155		
45	£56,172		
46	£57,201		

**APPENDIX B: TRUST LEADERSHIP & EXECUTIVE SUPPORT STAFF PAY SPINES & RANGES**

L1	50,929	
L2	52,113	
L3	53,314	
L4	54,555	
L5	55,822	
L6	57,124	
L7	58,565	
L8	59,826	
L9	61,225	
L10	62,703	
L11	64,229	
L12	65,629	
L13	67,178	
L14	68,749	
L15	70,368	
L16	72,144	
L17	73,718	
L18	75,478	GLT Leadership (Director)
L19	77,258	
L20	79,076	
L21	80,944	
L22	82,852	
L23	84,812	
L24	86,826	
L25	88,890	
L26	90,995	
L27	93,157	
L28	95,377	
L29	97,642	
L30	99,980	
L31	102,364	GLT Executive
L32	104,808	
L33	107,325	
L34	109,884	
L35	112,519	
L36	115,210	
L37	117,987	
L38	120,813	
L39	123,662	
L40	126,661	
L41	129,729	
L42	132,881	
L43	134,765	

## APPENDIX C: TRUST CASUAL STAFF PAY RATES

<b>Role</b>	<b>Hourly Wage Effective 1 April 2023</b>
Cover Supervisors (Zero Hours)	£13.61
Lead Invigilators	£13.61
Support Invigilators	£12.29
Site Guardians / Lettings (23 & over)	£12.29
Site Assistants (age 21 – 22)	£10.58
Site Assistants (age 18 – 20)	£9.40
Site Assistants (under 18)	£8.24

All legacy payrates in schools above these will be frozen and pay protected until they harmonise with the central GLT rates.

NB. The National Minimum Wage rates are currently:

Over 23 years old:	£10.42 per hour
21-22 years old:	£10.18 per hour
18-20 years old:	£7.49 per hour
Under 18 years old:	£5.28 per hour

The London Living Wage is currently £11.95 per hour.



## **APPENDIX D: ADDITIONAL BENEFITS AND OTHER WORKING ARRANGEMENTS**

The provision of additional benefits and other working arrangements will be reviewed annually by the HR Committee. These do not form part of an employee's contract of employment.

### **Additional benefits**

The following benefits are currently available to eligible staff:

- Employee Assistance Programme (Health Assured)  
This is provided by an external company and offers free, around the clock, confidential advice from experts on a variety of matters. Further details are available from the HR Team.
- Eye Care Vouchers  
This scheme provides staff with the opportunity to have their eyes tested on regular basis through an established chain of opticians. Further details are available from the Trust Payroll Manager.
- Cycle to Work Scheme  
Through this scheme, staff are able to purchase bicycles and accessories tax free. Further details are available from the Trust Payroll Manager.

### **Other working arrangements**

The following practical working arrangements are in place:

#### Overtime

Overtime rates are only payable once a full 36-hour week has been worked, and overtime is only accrued after an additional 30 minutes has been worked. Overtime must be agreed in advance with the employee's line manager.

For those eligible employees, overtime rates are time & half, and double time on Sundays and public/bank holidays.

#### Time-off-in-lieu (TOIL)

The Trust recognises that some flexibility is required to meet the Trust and schools' operational needs, and it may be mutually advantageous to the Trust and the employee to work outside the employee's normal contractual hours. In some cases, this is specifically addressed in individual Job Descriptions, but may also apply to employees where there is no provision in the Job Description.

'Time-off-in-lieu' (TOIL) is time off that is taken instead of overtime pay by employees working beyond their normal contractual hours, where this has been agreed in advance by the employee's line manager.

Employees who need to work more than their contractual hours due to urgent operational needs should inform their line manager as soon as possible before the date / time concerned and get his/her approval. TOIL is only accrued after an additional 30 minutes has been worked.

Employees are expected to manage the amount of extra time worked in co-operation with their line manager. It is generally expected that no more than 10 hours of TOIL may be accumulated in any one month. The maximum number of hours of TOIL may be calculated on a pro-rata basis for part-time employees, at the request of the employee.

TOIL accrued is equal to time actually worked. For example, if the employee works for two hours, two hours TOIL is accrued, regardless of whether the work is done on a weekday, evening, weekend or public holiday. Notwithstanding, the arrangements for required overtime / TOIL must be pre-agreed, and if the number of hours worked by the employee exceeds 36 hours in a week, then, at the discretion of the CEO, following approval by the Headteacher of the school or COO, a similar approach to overtime rates may be applied (i.e. TOIL accrued at time & a half).

Employee requests to redeem TOIL will be granted at the discretion of their line manager, taking into account the operational needs of the Trust / schools and workload of other team members. It will not always be possible to allow staff to take time off when they have requested it, but every effort will be made to accommodate reasonable requests.

Employees should take TOIL within 1 month of accrual. If it has not been taken within 3 months, then the TOIL will be lost.

Employees leaving the school's employment that have accrued approved TOIL will be paid under the overtime arrangements to cover it.

#### Rest Breaks & Working Time Regulations

Under the Working Time Regulations (WTR), employees are entitled to have a rest break of 20 minutes if they work 6 hours or more in a day. In light of this, the Trust operates a mandatory minimum 20 minute break for anyone working more than 6 hours per day. Lunchtime breaks are normally longer for full-time employees; and the minimum 20 minutes break usually only applies to part-time employees. This break is unpaid.

In certain circumstances, having carefully considered the circumstances, frequency and potential risks, this requirement may be waived by prior agreement with the CEO or COO (for example, where a Site Guardian is in sole charge of the site and there is no cover available).