



St Mary's Academy Trust

Support Staff Pay Policy

Date Agreed: 14th November 2024

Date to be Reviewed: 31st August 2025

1. Introduction

- 1.1 This policy sets out the framework for making decisions on pay for non-teaching staff and is available for all staff on SharePoint.
- 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 Off Payroll Accounting Officer SMAT/HCAT CEO 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/Heads of Service 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. The Off Payroll Accounting Officer SMAT/HCAT CEO will approve Director/Heads of Service salaries.
- 3.2 Appointments to other posts will normally be placed on the first point of the grade. If the Headteacher would like to put a proposal forward for a new starter to commence on a higher spinal column point within the range of the post they are appointed to, they would need to put justification to the Finance team.

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 Finance team.

5. Pay Progression

- 5.1 Pay progression for those on Grades 1 to 17 is in accordance with the Trust's Incremental Progression Guidance.

6. Honoraria Payments

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

7. Laundry Allowance

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

8. Bank Holiday Working

- 8.1 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

9. Overtime/Additional Hours

- 9.1 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).
- 9.2 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.

10. 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

11. Appeals

11.1 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.

12. Data Impact Assessment

12.1 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.

13. Equality and Diversity

13.1 This policy has been impact assessed by a Board representative. 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

01/04/2023

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Grade	SCP	Salary	Grade	SCP	Salary
Grade 1	1	<i>Deleted wef 01 April 2023</i>	Grade 1	1	<i>Deleted wef 01 April 2023</i>
	2	£22,366		2	£23,656
Grade 2	3	£22,737	Grade 2	3	£24,027
	4	£23,114		4	£24,404
Grade 3	5	£23,500	Grade 3	5	£24,790
	6	£23,893		6	£25,183
Grade 4	7	£24,294	Grade 4	7	£25,584
	8	£24,702		8	£25,992
	9	£25,119		9	£26,409
	10	£25,545		10	£26,835
	11	£25,979		11	£27,269
Grade 5	12	£26,421	Grade 5	12	£27,711
	13	£26,873		13	£28,163
	14	£27,334		14	£28,624
	15	£27,803		15	£29,093
	16	£28,282		16	£29,572
	17	£28,770		17	£30,060
Grade 6	18	£29,269	Grade 6	18	£30,559
	19	£29,777		19	£31,067
	20	£30,296		20	£31,586
	21	£30,825		21	£32,115
	22	£31,364		22	£32,654

	23	£32,076		23	£33,366
Grade 7	24	£33,024	Grade 7	24	£34,314
	25	£33,945		25	£35,235
	26	£34,834		26	£36,124
	27	£35,745		27	£37,035
Grade 8	28	£36,648	Grade 8	28	£37,938
	29	£37,336		29	£38,626
	30	£38,223		30	£39,513
	31	£39,186		31	£40,476

Appendix 2. JNC Pay Scales

Grade	SCP	Salary	Grade	SCP	Salary
Grade 9	32	£40,221	Grade 9	32	£41,511
	33	£41,418		33	£42,708
	34	£42,403		34	£43,693
	35	£43,421		35	£44,711
Grade 10	36	£44,428	Grade 10	36	£45,718
	37	£45,441		37	£46,731
	38	£46,464		38	£47,754
	39	£47,420		39	£48,710
Grade 11	40	£48,474	Grade 11	40	£49,764
	41	£49,498		41	£50,788
	42	£50,512		42	£51,802
	43	£51,515		43	£52,805
Grade 12	44	£52,889	Grade 12	44	£54,211
	45	£54,105		45	£55,458
	46	£55,322		46	£56,705
	47	£56,633		47	£58,049
Grade 13	48	£57,998	Grade 13	48	£59,448
	49	£59,361		49	£60,845
	50	£60,733		50	£62,251
	51	£62,096		51	£63,648
	52	£62,878		52	£64,450
Grade 14	53	£64,356	Grade 14	53	£65,965
	54	£65,841		54	£67,487
	55	£67,324		55	£69,007
	56	£67,748		56	£69,442
	57	£69,357		57	£71,091
Grade 15	58	£70,958	Grade 15	58	£72,732
	59	£72,561		59	£74,375

	60	£75,045		60	£76,921
	61	£76,823		61	£78,744
	62	£78,605		62	£80,570
Grade 16	63	£80,391	Grade 16	63	£82,401
	64	£82,358		64	£84,417
	65	£84,312		65	£86,420
	66	£86,260		66	£88,417
	67	£88,210		67	£90,415
Grade 17	68	£89,658	Grade 17	68	£91,899
	69	£91,801		69	£94,096
	70	£93,941		70	£96,290
	71	£96,082		71	£98,484
	72	£98,538		72	£101,001
	73	£100,785		73	£103,305