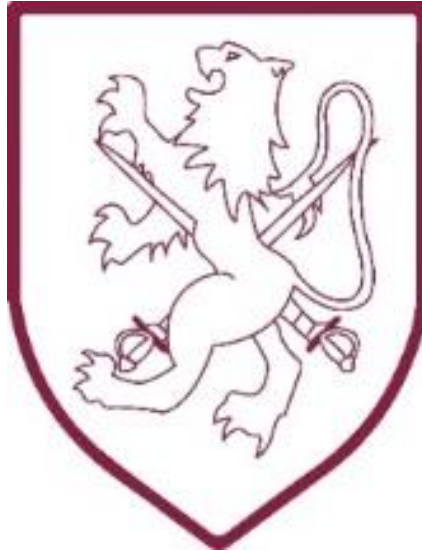




WOKINGHAM
BOROUGH COUNCIL



Walter Infant School and Nursery **Pay Policy Support Staff**

Model policy for determining pay for Support Staff September 2025

The Full Governing Body of Walter Infant School and Nursery adopted this policy on 27th November 2025

Document History

Version	DATE	DESCRIPTION
1	19/01/2022	New Support Staff Pay Policy separated from Model Policy for determining pay for teachers and support staff 2020
2	01/09/2024	Reviewed – no amendments made
2	September 2025	Approved 27 th November 2025 by Full Governing Body

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1.0 INTRODUCTION

It is recommended that all schools should have a pay policy which sets out the basis on which they determine pay for support staff and procedures to address staff grievances in relation to pay.

It is recommended that Academies that have chosen to continue to use the Local Government Services National Agreement on Pay and Conditions of Service (The 'Green Book') and Wokingham Borough Council's job evaluation scheme, also adopt this policy.

This policy covers pay arrangements for all support staff in schools and has been agreed in consultation with the recognised trade unions for support staff. A separate model pay policy is available for teachers.

2.0 DEFINITIONS

The term 'relevant body' has been used throughout this policy. In maintained schools the Governing body is the relevant body. The differing structures of academies mean that the Academy Trust will need to define the relevant body for the purposes of pay decisions.

3.0 EQUALITIES LEGISLATION

The relevant body is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation:

- Employment Relations Act 2004
- Equality Act 2010
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010
- Data Protection Act 2018

In implementing this policy, the relevant body will work within the national and local agreements on pay and conditions of service and the accompanying statutory and non-statutory guidance.

It will be reviewed each year, or when other changes occur to the Green Book and/or changes to support staff pay and conditions of employment.

4.0 ACCESS TO RECORDS

The Headteacher will ensure reasonable access for individual members of staff to their own employment records.

5.0 DELEGATION

Pay decisions at this school are made by the relevant body which has delegated certain responsibilities and decision-making powers to the Pay Committee. The Pay Committee is responsible for the establishment and review of the Pay Policy for Support Staff, subject to approval of the relevant body, and has full authority to take pay decisions on behalf of the relevant body in accordance with this policy. The Headteacher is responsible for advising the Pay Committee on its decisions.

6.0 MONITORING AND EVALUATION

The relevant body and Headteacher will monitor the operation and effectiveness of the school's pay policy for Support Staff. Advice and guidance on this policy can be obtained from your school's HR provider.

7.0 ROLES & RESPONSIBILITIES

7.1 Relevant Body

The relevant body will fulfil its obligations to:

- **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system

The relevant body will form a Pay Committee, which has delegated responsibilities and decision-making powers in relation to pay. The Pay Committee has full authority to take pay decisions on behalf of the relevant body in accordance with this policy.

The relevant body will establish an Appeals Committee to take decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure as outlined in this policy.

The relevant body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's spending plan.

The relevant body will monitor the outcomes of pay decisions and the impact of this policy on an annual basis, ensuring the school's continued compliance with equalities legislation.

7.2 Pay Committee

The Pay Committee will comprise at least three governors. All governors, including those employed at the school, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals), where their interest is no greater than that of the generality of employees at the school.

The Pay Committee is responsible for:

- decisions regarding the pay of support staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher;
- submitting reports of these decisions to the relevant body; and
- ensuring that the Headteacher is informed of the outcome of the decision of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for reviewing the policy annually and preparing a report to assess its effect and the school's continued compliance with equalities legislation.

7.3 Headteacher

The Headteacher is responsible for:

- ensuring that pay recommendations for support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

8.0 PAY DETERMINATION - ROLES AND GRADING

The school has agreed a staffing structure for support staff working at the school. The structure ensures that there is appropriate line management of all staff.

The work to be undertaken by each postholder and the outcomes to be achieved will be set out in a job description. An employee person specification will also be drawn up.

The arrangements for filling vacancies will be as set out in the school's policy for Recruitment.

8.1 Job Descriptions

The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the relevant body. Job

descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

8.2 Appraisal

The relevant body will ensure appraisals happen for all school staff on an annual basis. Appraisals provide an opportunity to celebrate good performance, and, if necessary, discuss any shortfalls or concerns in a timely and constructive way, and to also look forward to the year ahead and re-set objectives and identify any development opportunities. Performance management should be a regular and ongoing process between individuals and their line manager throughout the year.

Objectives should contribute to the school's plans for improving the school's educational provision and performance and improving the education of pupils in the school. They should be Specific, Measurable, Achievable, Relevant and Time-limited, and appropriate to the job role.

8.3 Grading of Support Posts

The school will consult the LA about the grading of all support staff posts in Accordance with the requirements of the School Standards and Framework Act 1998.

The school acknowledges that the LA has, as part of the Single Status Agreement, adopted a job evaluation scheme which is used to determine the salary grade for all posts within the Borough. The school agrees that all support staff posts at the school will be graded in accordance with this scheme.

9.0 INCREMENTAL PROGRESSION

It is usual practice for a new employee to commence at the bottom point of the grade, moving incrementally each year, until the top of the grade is reached. Once the top of the grade is reached, automatic progression ceases. However, the appointment could be made on any of the points within the grade where the pay committee deem it appropriate, such as where there are recruitment difficulties.

Incremental progression on the salary range for the post is awarded annually on 1 April of each year until the maximum of the scale is reached. If the employee has less than 6 months' service in the grade by 1 April, they will be granted their first increment six months after the appointment, promotion or re-grading.

Upon completion of five years' continuous service with local authorities, support staff will have their salary adjusted to take account of their additional entitlement to annual leave.

10.0 WITHHOLDING AN INCREMENT

The award of an annual increment as set out above may be withheld in exceptional circumstances. Such withholding will only be determined by the Headteacher in cases where performance has been deemed unsatisfactory and formal capability proceedings have been put in place and will be subject to the right of appeal.

Once an increment has been withheld in this way it may be reinstated with the agreement of the Headteacher if performance subsequently improves significantly.

11.0 PAYMENT OF SALARY

Salary for all Green Book employees is paid in arrears at the end of each calendar month and is divided into twelve equal monthly payments.

Term Time Only employees are typically paid for 38 or 39 working weeks. Employees can be appointed on contracts for term time only plus any specific number of additional working weeks.

For all term time only employees a pro rata annual leave entitlement is included within the pay calculation as set out in the contract. Annual leave entitlement depends upon length of service and salary grade. Statutory and contractual entitlement for annual leave is deemed to coincide with periods of school closure and is therefore considered to be taken during this time. There is no entitlement to take leave during term time.

Where a term-time employee leaves during a term rather than at the end of the term, either the employee or the school may request a calculation of time worked and salary paid taking into account start and leave dates where it is thought that there is a substantial imbalance and either salary paid/repaid or hours worked to rectify the imbalance.

Employees who work on a 52 week a year contract must submit requests for annual leave in advance by following the school's procedures for requesting time off. Annual leave is normally expected to be taken during school holidays unless agreed in advance by the line manager. The annual leave year runs from 1st April to 31st March.

12.0 WORKING ADDITIONAL HOURS

The total number of hours of work for all support staff will be determined at the time of appointment. Where staff work additional hours, with the prior agreement of the Headteacher, additional payment or time off in lieu will be arranged.

Where payment is agreed, for working additional hours, reimbursement will be at plain time for staff working less than full time, 37 hours a week. For full-time employees, payment of extra hours, where they exceed 37 hours in any week, will be made in accordance with the Green Book provisions for overtime.

13.0 RE-EVALUATION OR CHANGE OF DUTIES OVER TIME

Where the duties of a post change significantly over time the school will seek to review the grading. This will follow a review of the job description. The new job description will be evaluated by the LA in accordance with their job evaluation scheme. The school will utilise 'model' job descriptions provided by the Council unless there is no appropriate template available.

An employee may request a re-evaluation of their job grade for the following reasons:

- a) The job evaluation scheme has been wrongly applied e.g. factor levels have been wrongly allocated, the evaluation panel has failed to follow guidance etc.
- b) The information given to the moderating panel was incomplete.
- c) It is believed that an equivalent job is graded more highly and paid.
- d) It is believed that the job has been wrongly matched or clustered to a generic job evaluation and the job is unique.
- e) Where it is claimed that there has been a substantial and significant change to its content since its original evaluation.

13.1 Re-evaluation Procedure

- 1. A post holder who wishes to request a re-evaluation of their post due to a **substantial and significant** change to their duties and responsibilities should firstly agree an updated job description and person specification with their line manager and headteacher.
- 2. The updated job description and person specification must be submitted together with a job evaluation request form and structure chart to the Schools HR Team.
- 3. A review of the information will be carried out by the Schools HR Team, meeting with the manager if appropriate before undertaking the re-evaluation process
- 4. The outcome of the re-evaluation will be notified to the employee's manager by the School's HR Team within ten working days and a job overview will be provided if requested.

An appeal against the Re-evaluation Process may be lodged if the employee remains dissatisfied after completing the appropriate level of the process – see **appendix 1**.

14.0 PAY PROTECTION

These pay protection guidelines apply to employees on Green Book terms and conditions of employment.

Where one of the following circumstances applies pay protection will be offered:

- It is necessary to secure an employee's agreement to a re-deployment which will avoid a dismissal due to redundancy or disability/ill-health. This is covered in the School's Managing Change and Restructure policy.
- It is necessary to secure the agreement of an employee to a re-deployment which is regarded by the appropriate Headteacher as in the interests of the efficient operation of the school.

When an employee voluntarily moves from one job to another within the LA their pay will normally be determined by the grade of the new post. Also, pay protection does not apply where an employee is transferred or demoted as a result of formal disciplinary or capability procedures. Employees have the right to appeal against loss of pay as part of the appeal process contained in the disciplinary and capability procedures.

15.0 RIGHT OF APPEAL

Where an employee has a concern about their pay, that is not related to the evaluated grade, such as concern about an additional payment, they should raise this in the first instance with the Headteacher.

Where the matter is related to a decision made by the School's Pay Committee, the employee may raise a formal appeal, in writing within 10 days of receiving the pay decision.

Employees must send their appeal to the Headteacher in the first instance. The Headteacher will arrange for the matter to be heard by a panel of the Pay Committee not previously involved in making the decision.

The employee will be given the right to make personal representations to the Pay Committee and to be accompanied by a trade union representative or work colleague.

Appendix 1

Re-evaluation Appeal Process

It is standard job evaluation practice to allow appeals against an initial evaluation exercise. The purpose of an informal appeal is so that errors of scoring, obvious evaluation errors or obvious errors of allocation to the wrong benchmark job can be corrected without resorting to a formal appeal. Potential appeals arising from lack of understanding or misunderstanding of the scheme or outcome can also be resolved through provision of the required information through this process. Where possible, it will be the same Job Evaluation Panel that will relook at the role.

1. Where there are grounds for appeal the manager / Headteacher must notify the School's HR Team within one month of the evaluation of their intent to appeal. In extraordinary circumstances an appeal may be submitted after the one month deadline.
2. The appeal requires the post holder and line manager to state in writing where the post holder/ line manager believes the job overview does not adequately reflect the post.
3. If there is a disagreement between the post holder and the line manager over the content of the job, the appeal should proceed with the post holder's and line manager's comments included. However, more weighting will be given to the line manager's views as it is a management responsibility to set the expectations of a role.
4. The post will be re-moderated within 20 working days wherever possible.
5. The outcome of the re-evaluation appeal will normally be notified to the post holder/line manager within ten working days of the meeting. Where this timetable cannot be adhered to the appellant will be notified and reasons given. If changes are made an amended job overview will be provided
6. The appeal panel will be made up of a Local Authority HR Manager and a HR Business Partner from a Directorate other than that of the appellant. A union representative may also be involved in certain circumstances. All panel members are trained in the job evaluation scheme.
7. There is no requirement for the appellant to attend the panel hearing but the panel may find it useful to ask questions of the appellant at the hearing. Appellants have the right to be represented at the appeal by a Trade Union representative or colleague. This should not be the same Trade Union representative making up part of the formal appeal panel.
8. Following the formal appeal panel, the appellant will be notified of the outcome within ten working days.