

# Pay Policy for School Support Staff



This policy is not intended for use by non-maintained schools. If extracts are used they should be attributed.



Foundation and Voluntary Aided Schools can adapt and adopt this policy or use an alternative.



This policy is for use by Community and Voluntary Controlled schools. Governing Bodies are asked to adopt this policy. Should a Governing Body wish to adopt an alternative policy please ensure that a copy is supplied providing assurance that it is legally compliant.

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning>

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## **1.0 Introduction**

- 1.1 This policy provides advice and guidance on the pay and grading of support staff. It applies to community and voluntary controlled schools where Milton Keynes Council is the employer.
- 1.2 This policy complies with the 'National Agreement on Pay and Conditions of Service for local government services' (the Green Book) and the Milton Keynes Council 'Terms and Conditions Handbook – April 2014'.
- 1.3 All school based support staff are valued and should receive proper recognition and remuneration for their work and contribution to the school. The policy seeks to provide schools with a pay framework, which allows them to compete effectively with other employers in the local area and recognise skills and experience.
- 1.4 The policy seeks to ensure a consistent approach to pay and grading is applied across all schools where Milton Keynes Council is the employer.

## **2.0 Scope**

- 2.1 The policy applies to all support staff within the school. Teachers should refer to the Schools Pay Policy for Teaching Staff.

## **3.0 Job Evaluation and Grading**

- 3.1 The pay and grading of jobs must be fair and non-discriminatory, complying with equal pay legislation and associated Codes of Practice. To comply with this requirement all generic support staff roles within schools have been evaluated and assigned a grade within the new pay structure. A 'Standard Role Profiles' document is available which details the full range of generic roles in use within Milton Keynes Council schools and can be obtained from HR Support at: [HRSupport@milton-keynes.gov.uk](mailto:HRSupport@milton-keynes.gov.uk)
- 3.2 The Headteacher will provide role profiles for all members of staff on behalf of the governing body. Role Profiles need to be in place at the time of appointment and should be reviewed regularly as part of the appraisal process.
- 3.3 If the school considers changing its organisation structure, duties or role of any member of the support staff it must check whether the revised responsibilities are a match to those reflected in the Schools Support Posts - Standard Role Profiles. Where it is not possible to match the revised responsibilities to a generic role profile then a new role profile will need to be developed and submitted to the Council's HR team for review. In certain cases a full evaluation may be required.

## **4.0 School Staffing Regulations**

- 4.1 The School Staffing (England) Regulations 2009 permit a degree of discretion in relation to the salary offered to new appointees only to the school. In a recruitment situation the governing body may recommend to the council that a new employee be appointed above the bottom of grade. This recommendation must be made before the employee commences in the post. The council must respond, with its view, to the governing body within seven days of receiving the written recommendation of appointment and it is the responsibility of the governing body to consider those representations and where it decides not to change its pay recommendation, notify the council in writing of its reasons.
- 4.2 Any attempt by a Headteacher to apply discretion in this matter will expose the school and Milton Keynes Council to possible Equal Pay claims. The discretion is available only to the governing body and the council will issue a contract on the express authority of the governing body only.

## **5.0 Salary on Appointment**

- 5.1 It is normal practice for new employees to be offered and appointed on the first salary point of the grade.
- 5.2 Appointment above the bottom of the grade should only be considered if there is a sound justifiable reason for doing so. Therefore appointments above the bottom of the grade may only be considered by the governing body in the following circumstances:
- to allow for a salary match with a candidate's current salary (within a similar role locally), or
  - to match a current job offer of another organisation for a comparable role.

The governing body must then follow the process as detailed in 4.1 above.

- 5.3 Where a candidate transfers from one council school to another in the same role they would normally be subject to a salary match thereby retaining their current salary on appointment. There would be no need for the governing body to seek discretion in such cases although evidence of the employee's current salary must be obtained.
- 5.4 It is the Headteacher's responsibility to obtain proof of a candidate's current salary, usually in the form of a candidate's most recent payslip or offer letter (in the case of an offer from another employer). This evidence must form part of the salary recommendation from the governing body to the council.
- 5.5 Where applications are approved a copy of the completed form and supporting evidence will be held on the candidate's personnel file for future reference.
- 5.6 Headteachers have a responsibility to ensure fairness in pay and in the application of this process.

## **6.0 Basic Pay and Incremental Progression**

- 6.1 The basic pay of each employee will consist of points on the local government pay spine as extended locally by Milton Keynes Council. Details of the current pay scales and associated grades are available on the Milton Keynes Council School Governors website under Key Documents and Policies for Governors.
- 6.2 The award of increments will be considered on an annual basis subject to the criteria set out within paragraph 6.3.
- 6.3 Eligible employees will receive an increment where they meet the following criteria:
- a) The performance appraisal for the preceding year has been completed with:
- key objectives met to an acceptable level (if these have not been met due to external or exceptional circumstances, further information will need to be provided for consideration).

Note: If a performance appraisal is not completed to time, the Headteacher will need to inform the Governing Body, as to why this is so and undertake and evidence an alternative documented assessment to determine whether an increment is due.

- b) There are no current performance issues being addressed through formal performance review meetings.

- c) Any issues raised by way of an informal performance review meeting held within the preceding six month period have been satisfactorily addressed.
- 6.4 The appraisal year runs from September to July and increments are to be awarded from 1 October each year. This will enable the annual performance appraisals to have been fully completed prior to consideration. The first increment will be payable on 1 October 2015.
- 6.5 For new employees, or when permanent internal promotion has taken place, no incremental progression will be awarded until an appraisal has been undertaken based upon a full-year's performance with at least one full year in post.
- 6.6 Where an employee transfers to another role on the same pay band, or redeployment has taken place to a lower pay band, incremental progression will be considered in line with paragraphs 6.2 and 6.3 above.
- 6.7 Employees on maternity or long term sickness leave who have worked part of the appraisal year will have their performance assessed based on the part of the year they were not on maternity or long term sickness leave. If this is less than three months, or if an employee has been absent for the whole appraisal year then this consideration will be based on their performance in the three months leading up to the commencement of their absence. In cases of long term sickness this would apply in the first complete year of absence only, with no further incremental increase if absence is extended beyond the first year. However in cases of successive periods of maternity leave where the employee is absent for more than one year, the assessment applicable at the commencement of the original maternity leave will continue to apply during the subsequent period of absence.
- 6.8 The Incremental Progression arrangements will comply with the disability provisions contained within the Equality Act 2010. Consideration will therefore be given to appropriate reasonable adjustments, should an employee's performance be impacted by their disability.

## **7.0 Full Acting Up Payment**

- 7.1 Where an employee takes on the full duties of a higher graded post, they will be entitled to payment at the rate applicable to the higher graded post. A payment to reflect Full Acting Up will come into effect once the role has been undertaken for a period of 4 weeks, backdated to the date the duties commenced. This arrangement must be agreed with the Headteacher in advance.
- 7.2 A temporary responsibility 'allowance' will no longer be paid; rather the employee will need to be moved out of their substantive role and into the role and grade/pay range applicable to the post they are covering. The employee's salary will be moved to the bottom of the grade for the higher level job, or increased by 1 increment if the employee's salary falls within the pay range of the grade for the job.
- 7.3 Notification of the acting up arrangement must be passed to the HR Service Desk [HR.Service@milton-keynes.gov.uk](mailto:HR.Service@milton-keynes.gov.uk) to allow for a contract variation to be issued. In addition the school's payroll provider must be notified to ensure that the payment is reflected in the employee's salary.
- 7.4 Where payroll services are provided by LGSS the school will need to go to: **ERP Gold > Personnel > Appoint an internal mover**. On the employment tab the option 'Full Acting Up' should be selected from the Type of Transfer dropdown box as well as the 'To Cover Acting Up' from the Reason for Fixed Term dropdown box.

## **8.0 Partial Acting Up Payment**

- 8.1 Where only a proportion of the higher graded tasks are being undertaken, then A Partial Acting Up Allowance is payable. The amount of the Partial Acting Up will not be as high as a Full Acting Up payment because only a percentage of the higher graded job is being undertaken.

- 8.2 The Partial Acting Up is calculated in the same way as for a Full Acting Up (i.e. difference between an employee's current pay point and first pay point of the higher graded post), but only a percentage of that amount is payable, depending on the proportion of the higher graded tasks being undertaken.
- 8.3 Where payroll services are provided by LGSS the school will need to go to: **ERP Gold > Personnel > Pay a Partial Acting Up** to arrange payment.
- 8.4 Notification of the partial acting up arrangement must be passed to the HR Service Desk [HR.Service@milton-keynes.gov.uk](mailto:HR.Service@milton-keynes.gov.uk) to allow for a contract variation to be issued. In addition the school's payroll provider must be notified to ensure that the payment is reflected in the employee's salary

## **9.0 HR Advice**

- 9.1 For further advice on the interpretation of this policy please contact your HR provider.

## **10.0 Data Protection**

- 10.1 Any data collected and processed as part of employing and managing employee's is held securely. It is accessed by, and disclosed to, individuals only for the purposes of completing that specific procedure; process or activity.
- 10.2 Records are retained and destroyed in accordance with the organisations Retention Schedule.
- 10.3 Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Data Protection Policy immediately. It may also constitute a disciplinary offence, which may be dealt with under the Disciplinary Procedure

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