



# The Athelstan Trust

## Support Staff Pay Policy 2025-2026

Frequency of Review	Approved by	Date of Approval	Next Review Date	Website
Annual	Board	16 <sup>th</sup> October 2025	October 2026	Y

### INTRODUCTION

#### General Principles

The purpose of this policy is to provide an open and transparent framework that enables the Board of Trustees and Senior Staff to manage pay issues within the Trust and to ensure that members of staff are paid on a fair and equitable basis. This document also ensures consistency of treatment in dealing with the administration of pay matters including pay grievances.

The Board of Trustees recognises the importance of determining a pay policy and administering pay in a way which enables it to attract, motivate and retain the most suitable staff to fulfil the business needs of the Trust and the educational needs of the pupils.

#### Delegation of Authority

Except where otherwise stated, the Board of Trustees, will delegate the day-to-day management of this policy to the CEO/Headteacher.

#### Pay scales

- a) Where members of staff are still subject to TUPE protected terms and conditions, contractual pay terms continue.
- b) New staff will be appointed to Athelstan Trust pay grades. Any advertisements will show Trust grades.
- c) The Board of Trustees have delegated responsibility to the CEO/Headteacher/LGB for making individual decisions within an agreed framework and according to principles agreed by the Board of Trustees.
- d) In order to provide a consistent approach, all Support Staff are reviewed annually.
- e) Acting Up or Temporary Appointments – The Board of Trustees will pay any member of staff who, for a period of four weeks or more, is required to carry out the full range of duties of a more senior member of staff Team. The pay will represent at minimum the bottom of the band for the post.
- f) Overtime – Support staff colleagues may occasionally be required to work more than their contractual hours. Hours are only eligible to be considered for overtime or time in lieu if agreed in advance with an approved budget signatory. Annex B



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- g) The CEO and CFO, in consultation with the Headteacher, Trust HR lead and School HR lead determine the pay band applicable to a role, based on the information contained within the job specification and the person specification for a role and with consideration to the bands set for equivalent roles within the Trust and local area. Pay bands applicable to a role will be included in the job specification. Pay bands have a minimum and maximum value, which may rise with the inflationary increase agreed by the Board of Trustees.
- h) Where it is identified that the pay bands allocated to a post are not appropriate, a job re-evaluation will be carried out, a revised job description prepared and updated pay bands applied to the role. The Headteacher will submit the information, with a summary justification, for approval by the CEO and CFO, in consultation with the Trust HR Lead.
- i) Staff who are new to the organisation will normally be appointed at the bottom of the band unless there are exceptional circumstances based on business need in conjunction with the breadth and depth of skills and experience offered by the candidate.
- j) Staff who are promoted will normally be appointed at the bottom of the new grade or higher within the existing band, if the band is not changed.
- k) Pay bands will be in accordance with the Athelstan Trust Pay scales the points values of which follow the NJC scales in Annex A.
- l) Paid weeks per annum will be in accordance with the Athelstan Trust weeks per annum calculation in Annex A. Annual leave entitlement for staff which work all year round will be in accordance with Annex A, pro-rata for part time hours if applicable.
- m) Our schools do not link pay progression to staff performance and support staff should expect to receive annual pay progression within their pay range. However, there is an expectation that the Athelstan Trust Appraisal Policy will be adhered to. We will only withhold pay progression if:
  - The member of staff is subject to capability proceedings
  - The member of staff has been notified that they are subject to a disciplinary procedure, and this is ongoing. In this case, the increase will be withheld until the disciplinary procedure is concluded, and will then be backdated until 1<sup>st</sup> April unless the procedure results in a dismissal, demotion or agreed exit.

Support Staff who have joined the Trust part way through the Academic year will be eligible for salary progression at the end of their Probationary Period, unless their appointment letter or employment contract states that alternative arrangements will apply.

Salary bands are linked to job roles and not individuals.



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Annex A

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Support staff pay scales 2025/26

With effect from 1 April

Trust	2025/26	
	£ p/a	£ p/h
	3.20%	
1	Deleted with effect 01 Apr 23	
2	24,413	12.65
3	24,796	12.85
4	25,185	13.05
5	25,583	13.26
6	25,989	13.47
7	26,403	13.69
8	26,824	13.90
9	27,254	14.13
10	27,694	14.35
11	28,142	14.59
12	28,598	14.82
13	29,064	15.06
14	29,540	15.31
15	30,024	15.56
16	30,518	15.82
17	31,022	16.08
18	31,537	16.35
19	32,061	16.62
20	32,597	16.90
21	33,143	17.18
22	33,699	17.47
23	34,434	17.85
24	35,412	18.35
25	36,363	18.85
26	37,280	19.32
27	38,220	19.81
28	39,152	20.29
29	39,862	20.66
30	40,777	21.14
31	41,771	21.65
32	42,839	22.20
33	44,075	22.85
34	45,091	23.37
35	46,142	23.92
36	47,181	24.46
37	48,226	25.00
38	49,282	25.54
39	50,269	26.06
40	51,356	26.62
41	52,413	27.17
42	53,460	27.71
43	54,495	28.25
44	55,535	28.79
45	56,728	29.40
46	59,055	30.61
47	60,389	31.30
48	61,555	31.91
49	62,743	32.52
50	64,700	33.54
51	66,164	34.29
52	67,445	34.96
53	69,074	35.80
54	70,414	36.50
55	71,994	37.32

SCP 2 to be deleted from Apr 26



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<u>Holiday Pay Weeks Per Year</u>				
Term time only staff				
			< 5 yrs	> 5 yrs
	Working weeks		Trust	
	38		43.60	44.48
	39		44.65	45.65
	40		45.80	46.82
	41		46.94	47.99
	42		48.09	49.17
	43		49.23	50.34
	44		50.38	51.51
<u>Holiday entitlement per year</u>				
All year round staff			25.00	30.00
Public holidays			8.00	8.00
Total leave			33.00	38.00



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### **Annex B**

#### **Payments for Additional Hours**

1. Hours worked above a member of staffs' contracted hours must be agreed in advance with their line manager and the Headteacher. It is expected that the person's manager would request that additional hours are worked.
2. Hours must be needed to meet operational requirements.
3. Payments will be at the flat hourly rate until the standard 37 hours per week are worked. Hours over 37 will be paid at time and a half.
4. Claims forms must be submitted at the end of the month that the work has been carried out and must be signed by an authorised signatory (generally the person's line manager).



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### Annex C

#### General Guidance with regard to Special Paid and Unpaid Leave of Absence

Requests for absence during term time will be considered taking into account the needs of the school, a request form must be completed and submitted giving as much notice as possible. The decision on whether an absence is paid/unpaid, granted/refused will be at the absolute discretion of the Headteacher.

There is an expectation that routine appointments, such as a visit to the dentist will be made outside of working hours/term time. Further information on absence is contained in the Family Leave Policy. *Any absence in term time is a cost to the school, even when that absence is unpaid.*

*For the purposes of this guidance, 'Dependant' is defined in section 19 of the Athelstan Trust family Leave Policy.*

Care for a dependant during serious illness	up to 5 days	Paid
Death of a dependant	up to 5 days	Paid
Attendance at any other funeral	maximum one day	Paid
Wedding of a near relative	1 day	Paid
All other weddings are discretionary		Unpaid
Sick dependent	3 days per year Additional days	Paid Unpaid
Moving House	1 day	Paid
Graduation of child	1 day	Paid
Holidays in term time are discretionary		Unpaid
Time off for essential meetings if a governor at another school		Paid
Time off if elected member of a local Council	Max 208 hours	Paid
To seek another appointment (account will be taken of the post applied for)	one day up to a Max of 5 days	Paid
Approved vocational examinations	duration of exam	Paid
Approved vocational training		Paid



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### Annex D – Template Letter for Training Fee Agreement

#### The Athelstan Trust

#### Agreement for Refund of Training Fees

The purpose of this Agreement is to allow you to undertake agreed training which is of direct benefit to the Trust and yourself, and which the Trust is prepared to fund subject to your commitment to refunding the Trust in the event of your employment terminating within a given period of time. **Please note this agreement only applies where Training Fees are over £1000.**

The Trust will pay on your behalf (or reimburse you for) fees in respect of the following course(s):

**XXXXXX Training** which will be pursued from **XXXX** to **XXXXX**

The amount to be paid by the Trust is **XXXXX** (excluding the cost of travel and accommodation).

If you do not complete the course (for whatever reason through no fault of the Trust) or your employment with the Trust ceases during the period of the course, you will refund the full amount to the Trust. (The Trust may, at its sole discretion, waive the repayment of some or all of the amount if the course is not completed with its consent).

If your employment with the Trust terminates after the completion of the course, then the whole or part of the amount paid in respect of training fees shall become due immediately and repayable to the Trust by way of deduction from pay, or otherwise, in accordance with the following schedule:

Termination of Employment	Portion of Course Fees Repayable
Up to 1 year after payment of course	100% (£XXX)
Between 1 year and 2 years after payment of course	75% (£XXX)
Between 2 years and 3 years after payment of course	50% (£XXX)
Over 3 years after payment of course	Nil

#### Declaration:

I have read, understand and accept the conditions set out in this Agreement.

I hereby authorise the Trust to make any deductions due under this Agreement from my pay (including any final pay due) or any other monies due from the Trust. If any balance remains outstanding after such deduction(s), I undertake to reimburse the Trust immediately.

Signed ..... Date .....  
(Employee)

Name (print) .....

Signed ..... Date .....  
(On behalf of The Athelstan Trust)

Name (print) .....