The Athelstan Trust
Support Staff Pay Policy 2026-2027

Frequency of Review	Approved by	Date of Approval	Next Review Date	Website
Annual	Board	15th October 2026	July 2027	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 have an annual performance review.

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

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 1st April unless the procedure results in a dismissal, demotion or agreed exit.

Pay awards will be applied to all support staff salaries from 1st April each year (once agreed by Unions).
Pay progression for support staff will take effect from 1st April each year and apply to all support staff who have completed their probationary period, up to the top of their salary band. Staff who have not completed their probationary period on 1st April, will receive pay progression at the end of their probationary period, and then in the following April. Therefore:

- Staff who commence employment September, October, November or December 2026 and complete their probationary period before 1st April 2027, will receive pay progression with effect from 1st April or at the end of their probationary period.
- Staff who commence employment January, February or March 2027 will receive their pay progression increase with effect from 4 months (unless probationary period is extended) and then with effect from April 2028.
- Staff who commence work with the Trust after 1st April 2027, will receive pay progression with effect from April 2028.

Salary bands are linked to job roles and not individuals.

n) Links with other policies: this policy links with the following:

- Staff grievance procedures
- Appraisal Policy
- Family Leave Policy

The Athelstan Trust
Support Staff Pay Policy 2026-2027

Annex A

The Athelstan Trust

Support staff payscales 2026/27
With effect from 1 April

Trust	2026/27	
	£ p/a 3.30%	£ p/h
1	Deleted with effect 01 Apr 23	
2	Deleted with effect 01 Apr 26	
3	25,614	13.28
4	26,016	13.48
5	26,427	13.70
6	26,847	13.92
7	27,274	14.14
8	27,709	14.36
9	28,153	14.59
10	28,608	14.83
11	29,071	15.07
12	29,542	15.31
13	30,023	15.56
14	30,515	15.82
15	31,015	16.08
16	31,525	16.34
17	32,046	16.61
18	32,578	16.89
19	33,119	17.17
20	33,672	17.45
21	34,237	17.75
22	34,811	18.04
23	35,570	18.44
24	36,581	18.96
25	37,563	19.47
26	38,510	19.96
27	39,481	20.46
28	40,444	20.96
29	41,177	21.34
30	42,123	21.83
31	43,149	22.37
32	44,253	22.94
33	45,529	23.60
34	46,579	24.14
35	47,665	24.71
36	48,738	25.26
37	49,817	25.82
38	50,908	26.39
39	51,928	26.92
40	53,051	27.50
41	54,143	28.06
42	55,224	28.62
43	56,293	29.18
44	57,368	29.74
45	58,600	30.37
46	61,004	31.62
47	62,382	32.33
48	63,586	32.96
49	64,814	33.59
50	66,835	34.64
51	68,347	35.43
52	69,671	36.11
53	71,353	36.98
54	72,738	37.70
55	74,370	38.55

The Athelstan Trust

Support Staff Pay Policy 2026-2027

Holiday Pay Weeks Per Year

Term time only staff

Working Weeks	<5 years continuous service	> 5 years continuous service
38	43.70	44.69
39	44.85	45.87
40	46.00	47.04
41	47.15	48.22
42	48.30	49.39
43	49.45	50.57
44	50.60	51.74

Holiday Entitlement Per Year

All year round staff	26	31
Public holidays	8	8
Total leave	34	39

The Athelstan Trust
Support Staff Pay Policy 2026-2027

Annex B
Payments for Additional Hours

1. Hours worked above a member of staff's 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 (see below) 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).

The Athelstan Trust

Support Staff Pay Policy 2026-2027

Support Staff Additional/Casual Hours Claim

Claims must be on a monthly basis and should not be accumulated.
Overtime must be agreed in advance by your Line Manager.

Surname: …… Forename: ……

Payroll reference: …… Month: ……

School: …… Role: ……

Date	**Reason**	**Start Time**	**End Time**	**Time Claimed** *(excl' lunch break)* **Hours & Minutes**
Total Claimed				

I certify that this is a correct statement of work completed and I claim payment accordingly.

Signed: …… Date: ……

Authorised
Line Manager: …… Date: ……

N.B. It will not be possible to process claims that are received more than two months after the work has been undertaken.

The Athelstan Trust
Support Staff Pay Policy 2026-2027

Annex C – 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) .....