

# **Rise Multi Academy Trust: Support Staff Pay Policy 2026-2027**



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**Date of Policy: 2026-2027**

**Approved by the Trust Board: 18 March 2026**

**Review Date: March 2027**

**Signed:**



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## **Introduction**

This policy sets out the framework for making decisions regarding Support Staff Pay. It has been developed to comply with current legislation and the requirements of the National Agreement on Pay and Conditions of Service for Local Government (Green Book) and has been consulted with recognised trade unions.

Rise Multi Academy Trust is committed to making decisions on pay in accordance with key principles of public life: objectivity, openness and accountability.

The Trust will promote equality of opportunity in all pay decisions, taken account of individual circumstances including maternity leave, adoption leave, shared parental leave, disability related absence, long term sick leave and gender reassignment related leave. Where appropriate, reasonable adjustments will be made to ensure employees are not disadvantaged in pay progression due to protected characteristics.

It recognises that the requirement for a fair and transparent policy to determine the pay and grading for all staff employed by the Trust, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

This policy will be kept under review and updated annually in the light of future amendments to the Green Book.

## **Equal Opportunities**

The Trust recognises its responsibilities under relevant legislation, including the Equality Act 2010, the employment Relations Act 1999, the Part-time Workers Regulations 2000, and the Fixed-Term Employees Regulations 2002 and will ensure that all pay decisions are taken equitably and fairly in compliance with statutory requirements and the Green Book.

The Trust will promote equality of opportunity in all areas taking account of individual circumstances including absence due to maternity leave or long-term sick leave and will make adjustments where appropriate.

All decisions made under this policy will be objective, evidence-based, and fully justifiable.

## **Pay Decisions**

The Trust will work within the National Joint Council for Local Government Services National Agreement on pay and conditions of service and any local arrangements agreed with the trade unions.

A copy of the Trust's current grade structure is attached to this policy.

The Trust will pay support staff at the appropriate rates of pay, relevant to their grade.

Where a role has evolved over time, an employee will be able to request a re-evaluation of the post providing that they are able to clearly demonstrate that the job tasks and responsibilities of the role are substantially different to those they were originally appointed to. Re-evaluation of roles may result in the grade for the post going up or remaining the same, a rationale for the decision will be provided.

## **Basic Pay Determination on Appointment**

The Trust will appoint a new employee on the first pay point within the grade applicable to the post.

The Trust may, in exceptional circumstances (for example, where there are recruitment difficulties or where an individual demonstrates that they have significant experience to bring to the role), appoint a new employee on a higher pay point within the grade. In these circumstances the Trust will be aware of setting precedents and/or any potential equal pay claims and therefore will demonstrate a clear rationale for their decision.

## **Annual Increments**

Employees are eligible to receive an annual increment on 1<sup>st</sup> April each year until the maximum of their pay band is reached.

The Trust expects all its employees to complete the appraisal process in accordance with the Trust Appraisal and Development Policy.

Employees who are absent due to maternity, adoption, shared parental leave, disability related absence or other protected leave will not be disadvantaged to annual increments. Where appraisal evidence is unavailable due to absence, decisions will be made on the most recent available evidence and reasonable assumptions of satisfactory performance.

A new employee (permanent or fixed-term) who has not completed at least 6 months' satisfactory service by the 1<sup>st</sup> April will receive an increment on the following 1<sup>st</sup> April and at 12-month intervals thereafter until the maximum of the grade is reached.

An employee who has been promoted to a role paid at a higher pay band and who has not completed at least 6 months' service in the promoted role by the 1<sup>st</sup> April will receive an increment on the following 1<sup>st</sup> April and at 12-month intervals thereafter until the maximum of the grade is reached.

An employee whose current role has been upgraded to a higher pay band will be eligible to receive an annual increment on 1<sup>st</sup> April and at 12-month intervals thereafter until the maximum of the grade is reached.

## Annual Leave Entitlement

The annual leave year for all support staff runs from the 1<sup>st</sup> April to 31<sup>st</sup> March inclusive, with annual leave being taken during school closure periods unless otherwise agreed. The Trust recognises that employees may request annual leave outside school closure periods for religious observance or significant cultural events. Such requests will be considered reasonable and in line with operational needs.

Employees who only work during term-time should receive a proportion of a full-time employee's leave entitlement. Their annual leave, public and extra-statutory holiday entitlement would be proportionate to the annual working time of an all-year-round equivalent employee. All annual leave entitlements for term time staff will be incorporated into their salary and paid as part of their gross pay each month.

An employee who commences employment part way through a leave year will have their annual leave entitlement on a pro-rata basis for the first year. This will be calculated from their first day of employment up to and including the end of the leave year e.g. 31<sup>st</sup> March. An employee who leaves during a leave year will have their annual leave entitlement on a pro-rata basis for the final year. This will be calculated from 1<sup>st</sup> April up to and including their last date of employment.

Annual leave entitlements will be on a pro-rata basis for part-time employees.

## Annual Holiday Entitlement

Salary Level	Below 5 Years' Service	Above 5 Years' Service
<b>Grades 1 to 9</b>	25 days annual leave plus 8 Public Holidays	30 days annual leave plus 8 Public Holidays
<b>Grades 10 &amp; 11</b>	27 days annual leave plus 8 Public Holidays	32 days annual leave plus 8 Public Holidays
<b>Grades 12 to 18</b>	28 days annual leave plus 8 Public Holidays	33 days annual leave plus 8 Public Holidays

## Salary

The Trust will apply the provisions of national and local conditions of service, in relation to support staff pay.

Support staff employed on an on-going basis at the school, but who work less than a full working day or week, and/or who work less than 52 weeks per year, are deemed to be part-time.

The salary of part-time support staff is calculated against a reference of 37 hours per week for full-time staff. The salary of support staff who are employed on contracts of less than 52 weeks per year is calculated based on their actual working weeks, adjusted to take account of their annual leave entitlement which is based on their grade and length of service. The salary for all support staff is paid in 12 equal monthly instalments across the year.

### Calculation Used to Establish Full Time Equivalent Salary (Term Time)

Weekly hours worked multiplied by weeks worked divided by Total Full Time (FT) working hours (see tables).

#### Example:

Learning Support Assistant, working 17.5 hours per week for 39 weeks per year

$$\frac{17.5 \text{ (hours worked)} \times 39 \text{ (weeks worked)}}{1686 \text{ (Total full-time working hours)}} = 40.46\% \text{ FTE}$$

1686 (Total full-time working hours)

### Calculation Used to Establish Full Time Equivalent Salary (Annualised Hours)

Annual hours worked divided by total FT working hours (see tables).

#### Example:

Administrative Officer working 20 hours per week for 38 weeks, term time plus 25 hours worked during school closure.

$$20 \text{ (hours worked)} \times 38 \text{ weeks worked} + 25 \text{ additional hours} = 785 \text{ working hours per year}$$

$$\frac{785}{1687} = 46.53\% \text{ FTE}$$

### Weeks Per Year

The new calculation averages the number of days per year over a four-year period divided by 7 (days in a week) as follows:

3 multiplied by 365 days, plus 1 multiplied by x 366 days, divided by 7, divided by 4 = 52.179 weeks per year (average)

### Hours in a Working Year

52.179 weeks multiplied by 37 hours per week = 1931 hours in a working year.

**Tables Identifying the Working Hours of a Full Time Employee**

<b>Grades 1 to 9</b>	<b>52.179 weeks per year</b>
<b>Under 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 25 days annual leave plus 8 Public Holidays	244
<b>FT Working Hours</b>	<b>1687</b>
<b>Over 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 30 days annual leave plus 8 Public Holidays	281
<b>FT Working Hours</b>	<b>1650</b>
<b>Grades 10 &amp; 11</b>	<b>52.179 weeks per year</b>
<b>Under 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 27 days annual leave plus 8 Public Holidays	259
<b>FT Working Hours</b>	<b>1672</b>
<b>Over 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 32 days annual leave plus 8 Public Holidays	296
<b>FT Working Hours</b>	<b>1635</b>
<b>Grades 12 to 18</b>	<b>52.179 weeks per year</b>
<b>Under 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 28 days annual leave plus 8 Public Holidays	266
<b>FT Working Hours</b>	<b>1665</b>
<b>Over 5 Years' Service</b>	
37 hrs x weeks per year (Contracted Year in Hours)	1931
Holiday Entitlement (in Hours) 33 days annual leave plus 8 Public Holidays	303
<b>FT Working Hours</b>	<b>1628</b>

## **Working Additional Hours**

Additional Hours (commonly referred to as "Overtime") are any hours worked over an employee's contracted hours or working weeks per year.

Where an employee is asked to work additional hours or is asked to attend an activity (e.g. staff meeting, parents evening) the school will offer the employee time off in lieu or in exceptional circumstances remunerate the employee in accordance with the below:

### **Grade 1 – 9**

An employee may request time off in lieu (TOIL) instead of payment at plain time. Any TOIL should be used within a three-month period. However, in exceptional circumstances where it is not possible to allow for TOIL to be taken due to service delivery, payment for the additional hours worked may be granted.

### **Grade 10 – 14**

Where additional hours have been requested by the line manager, TOIL at plain time will usually be granted. However, in exceptional circumstances where it is not possible to allow for TOIL to be taken within a 2-month period due to service delivery, payment for the additional hours worked may be granted.

### **Grade 15 – 20**

There will be no entitlement to any additional payment or TOIL in respect of any hours worked in excess of 37 per week. Additional pay or TOIL may only be claimed if an employee has undertaken work on a public holiday as per the Green Book.

## **'Acting Up' as a Cover Supervisor**

Occasionally, Education Support Staff may be required to 'act up' as a Cover Supervisor in the absence of the Class Teacher. When Education Support Staff undertake temporary or occasional acting-up duties in this capacity, they will receive an uplift in pay for the hours during which these duties are performed.

The acting-up rate is aligned with the Cover Supervisor role at Grade 7 and is applied on a pro-rata basis to the actual hours undertaken.

The following acting up pay rates will apply:

- Staff currently paid on **Grade 5, Point 7** will receive **Grade 7, Point 12** for the hours acting up as a Cover Supervisor.
- Staff currently paid on **Grade 5, Point 8** will receive **Grade 7, Point 14** for the hours acting up as a Cover Supervisor.
- Staff currently paid on **Grade 6, Points 9 or 10** will receive **Grade 7, Point 14** for the hours acting up as a Cover Supervisor.

These payments apply only to the periods during which acting up duties are performed and do not constitute a permanent change of grade.

Staff acting up will supervise classes and ensure pupils are engaged in the pre-set work provided by the teacher; they will not be responsible for planning lessons, and will be given the necessary

time to familiarise themselves with the work set so they can effectively supervise its delivery'.

### **Working During School Closure Periods (including INSET days)**

Employees who are contracted to work during school closure periods should only undertake work that is relevant to their role, duties and responsibilities or undertake such training activities that are relevant to their role.

To ensure the operational effectiveness of the school, Managers are advised to agree a work plan with the employee concerned as far as possible in advance of the school closure period they are required to work.

### **INSET Days**

All employees are required to attend INSET days when they fall on their contracted hours/day worked per week.

Where an INSET day falls on an employee's non-working day, they may attend this provided that they receive equivalent time off in lieu or are paid for the time worked. INSET days will be planned well in advance and discussed with employees who do not usually work on these days. Alternative arrangements will be discussed and agreed to ensure that, where possible, the majority of employees can attend the INSET days.

For the avoidance of confusion, pay for INSET days is already included in the pay of employees who are contracted to work 39 weeks per year. Employees who are contracted to work 38 weeks per year, pay for INSET days is not included in their contracts. Therefore, where an employee on a 38-week contract attends work during the INSET days they should be paid or take time off in lieu in accordance with the hours worked.

### **Educational Visits/Residential Visits**

Support staff are not contracted to attend educational/residential visits, however, are encouraged to undertake these duties in line with the requirements of their role and in agreement with their Line Manager.

Where an employee agrees to attend a residential visit, they will receive their normal days' pay.

An employee may wish to offer to attend as a 'volunteer' in which case no additional payment, other than agreed out-of-pocket expenses, will be made.

Time off in lieu may be offered for each night where there is a need for extended supervision; the appropriate rate of pay will be paid for the duration of the supervision period.

### **Honoraria**

Honoraria are a matter for the Trust to consider and award on a case-by-case basis. Honoraria should be used rarely and will be objectively justified. An honorarium will only be paid if an employee is temporarily undertaking the duties of a higher graded post or undertaking a specific piece of work that is outside of their established role and responsibility.

### **Calculation of Honorarium**

The honorarium will be based on the difference between the employee's pay point and the minimum pay point of the higher graded post. Where the full duties of the higher graded post are being undertaken, the honorarium will be 100% of the difference for the period concerned. Where only a percentage of the duties are being undertaken, the honorarium will be a percentage of the difference for the period concerned. The rationale for any decisions made will be clearly documented.

### **Additional Guidance**

In normal circumstances, an honorarium will only be agreed for a period of six months unless it is being paid in respect of cover for absence. If an honorarium is considered for an employee undertaking additional duties on a temporary basis e.g. pilot project or specific piece of work, the grade of the work being undertaken will be determined through the job evaluation process. If an honorarium is being considered for a period longer than six months, consideration of a secondment to the higher graded post will be considered.

The Trust reserves the right to pay one off bonuses of up to a maximum of £5,000 per annum for Trust support staff. The payments made will be related to expectational performance and can be made alongside increments within the pay range. This does not change the substantive salary of the individual receiving the bonus. Line managers must seek approval from the Trust Executive Team prior to advising the employee of the bonus.

### **Salary Sacrifice Arrangements**

The Trust has determined that it will not provide any salary sacrifice arrangements without prior approval. Support staff participating in such arrangements will likely see their gross salary being reduced accordingly for the duration of such participation in a scheme, and in line with the agreements required for the salary sacrifice arrangement.

Participating in such arrangements will have no effect on the determination of any safeguarding sum to which the member of staff is entitled.

Employees will be advised of the potential impact of salary sacrifice arrangement on statutory entitlements such as maternity pay, sick pay and pension contributions before entering into such agreements.

## **Local Conditions of Service for Premises Officers**

The agreement covers all school-based employees, whose role is defined within the Premises Officer Family.

The agreement covers the following areas:

- Lettings
- Contractual Overtime
- Emergency Call Outs
- Health & Safety

### **Lettings Definition**

Lettings – Any pre-planned activity i.e. educational, community, sports based that is undertaken outside of normal school hours.

There are two methods by which reimbursement for undertaking a letting can be made, which are:

Based on the payment for additional hours worked.

**Or**

Based on the payment of a letting fee.

**NB:** The method of payment to be used should be agreed at the commencement of employment or prior to individual pieces of work being undertaken.

Good practice has established that under normal circumstances the premises officer is notified at least one week in advance about activities that are being undertaken within the establishment or on the premises.

It is strongly recommended that agreement is reached between the premises officer and the Head of Infrastructure before a letting is undertaken (preferably at the time of the letting being booked) as to the amount of additional time, if any, to be worked.

When a letting overruns the booked time the Premises Officer must inform the Head of Infrastructure as soon as practicable. It will be the responsibility of the School to inform the organisation of any additional cost. The Premises Officer will claim for all the additional hours they were required to work or the additional letting (the payment of either additional hours or letting fee should be agreed in advance).

Under no circumstances must a Premises Officer accept 'payment in kind' or cash for additional hours worked from the hirer.

### **Payment for additional hours worked**

Lettings are to be paid at the Premises Officer's current pay point. On occasions when more than one member of the premises support team are required to undertake a letting it would be appropriate for this method to be used.

The hours to be worked must be agreed in advance.

### **Emergency Call Outs**

On appointment the Premises Officer will be advised as to whether they are to be a contact point for 'emergency call-outs'. Whilst this is deemed to be part of the role of the Premises Officer there is no requirement for the Premises Officer to be 'on-call' or contactable at all times as the 'emergency call-out' list should contain a minimum of four names.

In the event when a Premises Officer is called out a minimum payment of 2 hours at their current pay point should be paid. The minimum payment for 2 hours will include travel to and from the school. In circumstances where the Premises Officer is unable to conclude the work related to the emergency call-out, including travelling to and from the school overtime will be payable at the individual's rate of pay for the additional time worked only.

## Health & Safety

Whilst employers do have a duty of care to ensure that their employees work as far as reasonably practicable in a healthy and safe environment all employees have a duty to ensure that they undertake their duties in accordance with all policies, practices and procedures as defined within the various conditions of service that apply to them or the duties they undertake.

When attending the premises a Premises Officer should take due care in ensuring their safety and must ensure that they do not undertake any activity that will endanger their physical wellbeing.

The role of the Premises Officer is not to confront intruders or trespassers, the police should be called on every occasion, as the premises officer should take due care in ensuring their own safety and should avoid confrontation with members of the public.

All schools should ensure that:

- an employee, required to attend 'emergency call-outs', undertake heating care and security duties, or who works alone or in isolated buildings, should include access to the use of a mobile telephone and/or reimbursed for work related usage.
- The emergency call-out list contains a minimum of four names. Additional arrangements should be made during holiday periods to ensure that cover is provided.
- When attending an 'emergency call-out' an employee should not enter the premises until it can be established that there is no danger of attack or accident.
- When attending an 'emergency call-out' an employee should ensure that a second person is aware that they are going to their workplace and make arrangements to report back to the second person within a specified time period (i.e. 60 minutes). In circumstances where it is impracticable for the employee to identify a second person the employer should give consideration to an alternative arrangement (i.e. the alarm company used by the school).
- When attending an 'emergency call-out' an employee should not be accompanied by family member(s) or friend(s). The only individuals who should be in attendance at a 'call out' are, another employee of the trust working at the establishment or the police or a security officer from the trust's alarm company.
- When establishing the hours of work of Premises Officers, account should be taken of the requirements of the working time regulations.

## **Appendix A – Pay Scales**

[Leicestershire County Support Staff Pay Scales](#)

[Derbyshire Support Staff Pay Scales](#)

[Leicester City Support Staff Pay Scales](#)

