



Support Staff Pay Policy

The Children's Endeavour Trust comprises of:

- Abbot's Hall Community Primary School
- Bosmere Community Primary School
- Broke Hall Community Primary School
- Chilton Community Primary School
- Combs Ford Primary School
- Freeman Community Primary School
- Springfield Junior School
- Whitehouse Community Primary School

Document Control

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1. STATEMENT OF INTENT

The Trust Board and Governing Bodies of Children's Endeavour Trust Schools will act with integrity, confidentiality, objectivity and honesty in the best interests of the trust and schools; will be open about decisions made and actions taken and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness, and accountability.

This policy applies to Children's Endeavour Trust support staff.

2. EQUALITIES LEGISLATION

The Trust Board and Governing Bodies will comply with relevant equalities legislation, including the following legislation, as amended:

- Employment Relations 1999
- 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.

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting, and paying staff, training, and staff development. See 'governing body obligations' in relation to monitoring the impact of this policy.

3. EQUALITIES AND PAY

The Trust Board and Governing Bodies will ensure that its processes are open, transparent, and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g., an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual employee's circumstances and the school's circumstances.

4. JOB DESCRIPTIONS

The CEO for the Central Team and the Headteachers for the schools will ensure that each member of staff is provided with a job description in accordance with the staffing structures. In schools, staffing structures will be proposed by the headteachers, monitored by the governing bodies and approved by the Chief Executive in consultation with the Executive Leadership Team. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, to make reasonable changes in light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions should be reviewed annually as part of the appraisal process

5. ACCESS TO RECORDS

The CEO for the Central Team and the Headteachers for the schools will ensure reasonable access for individual members of staff to their own employment records.

6. APPRAISAL

There is a responsibility on the individual and their appraiser to work together. For further details regarding how to evidence performance please see the school's Appraisal/PDR Policy.

7. TRUST BOARD AND GOVERNING BODIES OBLIGATIONS

The Trust Board will fulfil its obligations

As set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and Suffolk County Council's Single Status Agreement and local pay and grading arrangements, as they apply to schools and where not already amended as described in this policy or the Trust's Appraisal Policy.

The Trust Board and Governing Bodies will consider any updated policies to ensure the appropriate arrangements for pay and appraisals are in place, and can be applied consistently, and pay decisions are documented and can be objectively justified. It will ensure public funds are spent responsibly, seeking appropriate independent advice and complying with audit requirements.

The Trust Board and Governing Bodies will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and procedures and the Trust and school's budget.

The Trust Board and Governing Bodies will monitor pay outcomes to ensure fair progression across staff groups and pay rates ensuring compliance with equalities legislation.

8. LINE MANAGEMENT AND EMPLOYEE OBLIGATIONS IN RESPECT OF APPRAISAL

There are obligations on the line manager and employee to engage with the appraisal process. For details, please see Appraisal/PDR Policy.

9. DISCRETIONARY PAY AWARDS

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

10. SAFEGUARDING OF PAY

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will comply with the relevant provisions of the staff terms and conditions of employment and will give the required notification as soon as possible and no later than one month after the determination.

11. PROCEDURES

At Trust level, the HR and People Committee will be the committee with responsibility for pay decisions.

At School level, the Governing Bodies Pay Committees will be the committees with responsibility for pay decisions. Staff governors will be asked not to attend pay committee agenda items.

The governing bodies will propose the annual pay budgets as part of the budget process for the schools for Trust Board approval. The governing body has delegated its pay powers to the pay committee.

Any person employed to work at the school, other than the Headteacher, must withdraw from a meeting at which the pay of an employee of the school is under consideration. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

At Trust level, the HR and People Committee will be attended by the Chief Executive in an advisory capacity.

At School level, the pay committee will be attended by the Headteachers in an advisory capacity. Any member of the committee required to withdraw will do so.

The terms of reference for the pay committee will be determined from time to time by the Trust Board and can be found in Appendix 1.

Reports of the HR and People Committee and Pay Committees will be placed in the confidential section of the agenda and will either be accepted or referred back if the pay committee has exceeded its powers under the policy.

12. ANNUAL DETERMINATION OF PAY

All staff salaries will be reviewed annually with pay progression where there is headroom, unless under formal capability procedure to take effect from 1 April for all staff.

The HR and People Committee and governing bodies will endeavour to complete annual pay reviews between 1 April and the end of the summer term. They will, however, complete the process without undue delay.

Annual pay progression will be subject to the maximums of the employee's relevant pay range/grade/grade mid-point and the governing body's annual decision-making processes.

Pay progression will not be considered during any probationary period. Normal appraisal and pay review arrangements will apply following the successful completion of any probationary period and subject to the "eleven-month rule" described in paragraph 17.2 of this policy.

13. ABSENCE AND/OR PARTIAL ACHIEVEMENT OF OBJECTIVES

Where a member of staff has been absent for some or all of the appraisal period, for example, as a result of long-term sickness absence or maternity/adoption/shared parental leave, the assessment in relation to pay will be based on any period of prior attendance.

Where objectives have not been fully met due to factors entirely outside the control of the reviewee, the reviewer may apply discretion in recommending pay progression. Such discretion will normally only be applied where the standard of work more generally has been of a high level.

14. NOTIFICATION OF PAY DETERMINATIONS

Decisions will be communicated to each member of staff by the Chief Executive for Trust staff, and by the Headteachers, in writing, for school staff at the earliest opportunity and no later than one month after the pay determination. All communication regarding pay determinations will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued as soon as practicable after the pay decision has been made.

15. SALARY SACRIFICE ARRANGEMENTS

The governing body operates salary sacrifice schemes in relation to [Childcare Vouchers (for existing scheme members only)/Cycle to Work/other arrangements]. Staff choosing to participate in this scheme will have their gross pay reduced according to the terms of the scheme for the duration of their participation.

16. APPEALS PROCEDURE

The appeals procedure in relation to pay decisions for staff is set out in Appendix 3 of this policy.

17. STAFF PAY

The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) have agreed a pay award increase of 3.2% across all spinal points and all other allowances (special educational needs, sleeping in allowances etc in a school context) effective from 1 April 2025.

17.1 Salary on appointment

The Headteachers, in consultation with Chief Financial Officer, will determine the pay range to be advertised for school staff, taking account of the full responsibilities of the post and, where relevant, the Local Authority's guidance on Single Status benchmark job descriptions and in accordance with the School Staffing (England) Regulations 2009 of the associated guidance.

Salary on appointment will normally be to the lowest point of the applicable grade for the role. Where the school is satisfied that it is necessary to pay a higher starting salary to attract the best candidate, the appointment may be made at any point up to and including the point below 'the bar' (known as the midpoint). You are not able to appoint or advertise above the midpoint of the grade.

17.2 Serving staff

When the HR and People Committee or governing body awards incremental progression to staff in line with the agreed pay award, progression within the relevant part of the grade will be by a single increment, which is dependent on successful performance in post, as assessed through the appraisal process. Further information is contained in the school's Appraisal Policy.

Where performance has been assessed as exceptional, the HR and People Committee or governing body may apply its discretion and award enhanced progression of an additional point, where there is scope for this within the relevant part of the pay grade.

To ensure that an employee who is new in post can benefit from, where available, incremental progression when performance supports this, the school will ensure forward objectives are set as soon as possible upon completion of any probationary period and that an appraisal review is completed within four to six months of this. Provided that this is done, an increment will be paid from the first day of eleventh month after the employee's start date. This is referred to elsewhere as the "eleven-month rule". After that, the employee will fit into the normal appraisal review cycle.

The eleven-month rule will be applied to pay progression following promotion or the re-grading of an employee's post.

17.3 Acting-up Payments and Honoraria

The HR and People Committee or governing body may determine to make an acting-up payment or an honorarium.

An acting-up payment may be appropriate where an employee takes on the full duties of a more senior post for a substantial period (usually four weeks or more) in the absence of the post-holder or where there is a vacancy pending recruitment to a vacant post. Where an acting-up payment is agreed, the employee will receive a salary which is not less than the minimum point of the salary for the "acting-up" post, and at least one incremental point higher than their substantive salary.

An honorarium may be appropriate where an employee takes on additional duties of a higher paid post for a temporary period (for whatever reason), but not the full duties. Where an honorarium payment is agreed, the Trust or school will estimate the proportion of the duties at the higher level which the employee has undertaken, the period over which the duties have been undertaken and calculate a payment. Honoraria will normally be paid as a lump sum retrospectively.

17.4 Staff Holiday Pay Calculations

Please refer to Staff Terms and Conditions Document regarding Holiday Pay Calculations.

17.5 Additional or Second Job

Any employee having a second or additional job has a duty to inform their employer of this and the employee needs to be aware this may result in tax and/or pension implications.

17.6 Apprentices

If the school employs an Apprentice, you must ensure you abide by the Government guidance for minimum pay, however it is at the schools' discretion if they wish to pay above the minimum. The relevant link is attached below:

[Employing an apprentice: Pay and conditions for apprentices - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/employing-an-apprentice-pay-and-conditions-for-apprentices)

For further information please contact rising.high@suffolk.gov.uk

APPENDICES

APPENDIX 1 – TERMS OF REFERENCE FOR PAY COMMITTEE

Pay Review Committee – meets once per year

- To receive and decide upon staff pay awards as recommended by the Headteacher.
- Be accountable for decisions relating to staff pay
- Report all decisions on pay to the Full Governing Body.
- Ensure that appropriate records and minutes are kept of all matters relating to pay.
- Ensure that the Pay Policy is operated in a fair, consistent and objective manner.

Arrange for the annual review of all leadership staff Teaching and support staff (excluding the Headteacher).

APPENDIX 2 - Single Status Salaries 2025-26 (Full Time Equivalents)

Point from April 2022 - 2025.26	April 2025 3.2%	Hourly Rate £	Grade	
2	24,414	12.65	2	
3	24,796	12.85	2	
4	25,185	13.05	2	
5	25,583	13.26		3
6	25,989	13.47		
7	26,402	13.68		
8	26,824	13.90		3
9	28,142	14.59		
10	28,598	14.82	4	
11	29,540	15.31		
12	30,024	15.56		
13	31,022	16.08		
14	32,061	16.62	4	
15	33,699	17.47		
16	34,435	17.85		5
17	35,412	18.35		
18	36,361	18.85		
19	37,280	19.32		
20	38,219	19.81		5
21	39,152	20.29		
22	40,777	21.14		
23	41,502	21.51	6	
24	42,620	22.09		
25	43,724	22.66		
26	44,837	23.24	6	
27	47,054	24.39		
28	48,163	24.96		7
29	49,264	25.53		
30	50,375	26.11		
31	51,483	26.69		
32	52,585	27.26		
33	53,788	27.88		7
34	54,989	28.50		
35	56,194	29.13		
36	58,588	30.37		
37	59,795	30.99		
38	60,995	31.62	8	
39	62,193	32.24		
40	63,392	32.86		
41	64,582	33.47		
42	65,788	34.10		
43	66,991	34.72	8	
44	68,530	35.52		
45	70,995	36.80		

APPENDIX 3 – PAY APPEALS PROCEDURE

Introduction

The employee will be informed at their annual appraisal meeting after assessment of the rating of their performance and the pay recommendation.

You have the right to appeal against the decision of the pay committee. The appeal process is as follows:

1. You must submit an appeal in writing to the Chair of the Governing body within 10 school working days of the written decision of the unsuccessful application.
2. You must clearly state the reason(s) for appeal.
3. Your appeal will be heard within 20 school working days after the date on which the written appeal was received.
4. The appeal panel will consist of three governors who have not previously been involved in the pay determination process and are not employees of the school. The recommendation provider and the decision maker will be required to attend the meeting.
5. The chair of the appeal committee will invite the employee to set out their case. Both the recommendation provider and decision maker will be asked to provide the rationale behind the original decision and the procedures observed in reaching their decision.
6. Following the appeal panel meeting you will be informed in writing of the outcome of the appeal.
7. The decision of the appeal committee is final.

Employees have a statutory right to be accompanied at a Formal Pay Appeal hearing by a companion who may be either a work colleague or a trade union representative. There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the employee has left the employment of the school.