

SCHOOL PAY POLICY & GUIDANCE (SUPPORT STAFF)

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Summary

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Applies to	School based support staff

Review of Strategy

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Document Approvals

This document requires the following approvals.

Name	Title	Date formally noted	Version Number
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Governing Boards of Community and Voluntary Controlled Schools with delegated powers are required to adopt this procedure. Governing Boards of Voluntary Aided, Foundation and Academy Schools are required to adopt either an appropriate diocesan procedure, this procedure or draw up their own for formal consultation with the recognised Trade Union representatives.

1. INTRODUCTION

- 1.1 This policy and guidance for support staff has been consulted on between Rochdale Borough Council - the Local Authority and the recognised support staff unions and Teachers' Associations and is recommended to the relevant boards of schools with delegated powers of local management and Academies. The term 'relevant board' used throughout this procedure shall be taken to include those persons or committees acting in the name of the relevant board. The term 'Headteacher' used throughout this procedure shall be taken to include Executive Headteacher, Head of School and Principal.
- 1.2 The purpose of this document is to provide advice, guidance and signposting on the conditions of service when implementing a model pay policy with regard to school support staff. This guidance takes into account the requirements of the national job evaluation scheme which is part of the Single Status Agreement.
- 1.4 This document, therefore, outlines the main content of national and local pay provisions relating to support staff. It is the case however that given the complexities involved it is impossible to answer every possible query in the context of a Policy such as this. Accordingly, to further supplement the information contained within the Policy you are recommended to either buy or ensure you have access to the relevant national and local conditions of service relating to support staff.
- 1.5 In an instance where it is not clear how particular provisions relate to individual cases then further guidance should be sought from Schools HR Advisory Service.
- 1.6 The aim of this policy is:
 - To provide a coherent and transparent Borough wide scheme for the remuneration of support staff employed in maintained schools within Rochdale Local Authority.
 - To provide clear budget predictability for support staff costs for schools working as part of the Local Authority scheme so that the annual school budget can be appropriately managed.
 - To offer support staff who choose to work in schools covered by the Rochdale scheme a clear, transparent career pay structure
 - To appoint staff in accordance with the school's recruitment and selection policy and change management policy

This policy will be monitored and reviewed on an annual basis by the Governing Board.

2. CONTEXT

- 2.1 A relevant board with delegated powers of local management is required to adopt a pay policy for its support staff, which follows closely the aims and objectives set out in the School Improvement Plan. Such a pay policy must also be consistent with the statutory and contractual framework applicable to particular groups of staff.
 - 2.2 In developing and applying a support staff pay policy the relevant board will seek:
 - to ensure that all members of staff are valued and receive proper recognition for their work and contribution to the life of the school;
 - to ensure that there is fair and consistent treatment for all members of staff, with due regard to equal opportunities and the need to avoid discrimination in accordance with the relevant legislation, such as the Employment Relations Act 1999, Equality Act 2010, The Employment Act 2002, The Part-time Workers (Prevention of Less Favourable Treatment) Regulations
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2000, The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the Agency Workers Regulations 2010

- to ensure that decisions on pay are managed in a fair, just and transparent way;
- to maintain and improve the quality of education provided for pupils in the school by having a Support Staff Pay Policy and change management policy which supports the aims of the School Improvement Plan;
- to maximise the quality of support to teaching and learning at the school;
- to support the recruitment and retention of a high quality workforce;

2.3 If a school wished to create their own support staff pay policy, the relevant board will seek the advice of the Director of Children's Services or their nominee (community/controlled schools) and will consult with the accredited union representatives. A copy of the pay policy, when adopted, will be brought to the attention of all support staff employed to work at the school, and to every new support member of staff on appointment.

2.4 If a school wished to move away from the Local Authority arrangements they will need to create and consult on their own job evaluation procedure

3. EQUALITY AND DIVERSITY CONSIDERATIONS

3.1 Headteacher's/Governing Boards are responsible for ensuring that they operate the procedure in line with the Council's/Schools Equality and Diversity policy to provide equality of opportunity for all employees.

3.2 The Council/School is committed to ensuring that no-one is discriminated against, disadvantaged or given preference, through membership of any particular group, particularly based on age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. This procedure will be applied equally to all employees irrespective of their background or membership of a particular group.

3.3 In addition, in line with the Trade Union and Labour Relations (Consolidation) Act 1992 (TULRCA) Part 3, the Council/School is committed to ensure that employees are not disadvantaged or discriminated against by virtue of their trade union membership in the application of this policy.

3.4 The school will regularly review this procedure's impact on any equality and diversity issues, and will identify any inequalities by monitoring and will take appropriate action where necessary.

4. THE LEGAL FRAMEWORK

4.1 In view of the powers available to governing boards it is important for Headteachers and school governors to be aware of the main legal obligations concerning employees' pay.

4.2 Whilst a number of areas of employment law have a bearing upon the responsibility of employers for pay matters, there are two principal pieces of legislation within this area which need to be highlighted.

4.3 The legislation and case law is of course complex. Brief details are however provided below.

(i) Employment Relations Act 1999

4.4 The Act provides details of just what constitutes pay for the purposes of the law. This is important because many employees have an entitlement to allowances etc, which may come within the definition of pay as contained within the Act. The Act states that 'wages' are taken to include 'any fee, bonus, commission, holiday pay or emolument referable to employment, whether payable under his/her contract or otherwise'.

- 4.5 The Act also deals with the circumstances under which an employer can make deductions from wages. In general, the only deductions which an employer has an absolute right to make are those required by statute e.g. income tax, national insurance and attachment orders. Employees with employment rights have the right to complain to an Employment Tribunal in respect of an unlawful deduction from wages.

(ii) Equal Pay Act 1970 and Equal Pay (Amendment) 2003

- 4.6 The above Act and Regulations established the right of men and women to equal treatment in respect of terms and conditions of employment when they are employed on the same or broadly similar work, work rated as equivalent under a job evaluation scheme, or work of equal value in terms of the demands of the job such as effort, skill and decision-making. The provisions of the legislation apply to both men and to women and to both full and part-time employment.
- 4.7 Accordingly, the legislation allows a woman or man to claim equal pay with a comparator of the opposite sex in any of these instances and complain to an Employment Tribunal regarding the issues involved.
- 4.8 Community and controlled schools should be aware that potentially serious risks exist in respect of claims for equal pay because, whilst Rochdale Borough Council remains the employer, governing boards have major responsibilities for the determination of pay matters for school-based staff and consequently the decisions of one governing board may impact on another. Voluntary aided and foundation schools should be aware that different treatment of staff in the school may lead to claims against the governing board.
- 4.9 When drawing up a pay policy governing boards should consider the position of both the existing staff and new staff. A decision to apply discretion differently from that currently specified by the Authority may result in staff within the school, or in other schools, doing the same job but receiving different pay. This may then lead to a possible equal value claim being lodged with an Employment Tribunal.
- 4.10 It is most strongly recommended therefore that schools seek advice through the Schools HR Advisory Service and/or the Diocese (in the case of voluntary aided schools), whichever is appropriate, regarding matters relating directly to equal pay or wages legislation.
- 4.11 The Education Reform Act 1988 requires governing boards of community and controlled schools to consult the Director of Children's Services, about the duties to be performed, the grade and any discretions over pay whether permanent or temporary, before selecting a person to recommend for appointment. Governing boards are encouraged to ask for advice on all posts.
- 4.12 From 1 April 1997, the national agreement for former Administrative, Professional, Technical and Clerical (APT&C) and Manual Employees merged the existing negotiating machinery and recorded national conditions of service in the Green Book. All those within the scope of the new agreement should be referred to as "employees".

5. CONDITIONS OF SERVICE

- 5.1 Support staff within schools are employed in accordance with the terms and conditions of employment of the National Negotiating Committee relating to the appropriate employment group.
- 5.2 The conditions are negotiated at national level by the National Negotiating Committee and also at local level by the North West Joint Council and at local level with the specified trade unions recognised by the Local Authority. The Council comprises of representatives of the employers and representatives of the officers. National conditions cover a whole range of rules/regulations, e.g.:
- salary levels/wage grades
-

- hours
- holidays
- sickness payments
- maternity leave

5.3 Some of the national conditions are mandatory, i.e. you must, others are discretionary, i.e. you may. As a result of this discretion a number of local conditions of service have been developed which are specific to employees of Rochdale Borough Council and for those who have adopted the Authorities pay and grading scheme.

5.4 Local conditions have been negotiated and agreed through appropriate consultative committees which comprise of councillors and appropriate trade union representatives. Local conditions cover such areas as:-

- appointment and promotion
- salary and grading
- hours and leave
- pay protection

5.5 Governing boards of Community and Controlled Schools are required to adhere to these local collective agreements. Foundation and Voluntary Aided Schools have previously agreed to adopt these local collective agreements so that all staff working in schools maintained by Rochdale Borough Council are treated equitably.

6. GRADING STRUCTURE

A Pay and Grading review took place by Rochdale Borough Council and schools and was implemented in April 2015.

In accordance with the National Joint Council (NJC) agreement for 2018 – 2020 the Local Authority introduced a new pay line with effect from 1st April 2019. This applied to all staff employed in Community and Controlled Schools and for those staff in Voluntary Aided, Foundation and Academy Schools, who's Governing Board have adopted the pay line.

Details of the grading ranges are attached at Appendix 1 in the Management Handbook.

6.1 Local Authority Policy

It is the Authority's policy to set the minimum pay grade at Grade 1, this grade equates to a range of scale points (SCP 1 – SCP 3).

6.2 Determination of Grading

6.2.1 Local conditions of service now determine how posts should be graded. Accordingly the Councils job evaluation scheme is the mechanism to assess the relative value of jobs. The Scheme was developed jointly by the National Joint Council and Trade Unions. The Scheme consists of 13 factors and the process results in a series of point scores for each of the jobs evaluated. The resulting scores are then used as the basis for assimilation to the grading structure detailed in Appendix 1.

6.2.2 The rationale for applying the job evaluation scheme for support staff in schools is important to ensure that:-

- there is a clear, fair and non-discriminatory application for the allocation of grades to jobs;
 - the grades reflect the level and specific nature of the duties and responsibilities
-

- 6.2.3 Governing boards and Headteachers are advised to consult with Schools HR Advisory Service when reviewing posts or undertaking an organisational review in order to ascertain if there is a comparable post within the 'Library' of Job Descriptions and Person Specifications held by the Schools HR Advisory Service.

6.3 Determination of Starting Salaries

- 6.3.1 Local conditions of service now set the minimum starting salary within Grade 1.
- 6.3.2 There are a number of discretionary factors governing boards may wish to consider when deciding a starting salary (a flow chart is included at appendix 4):-

6.4 Grading Increments

The Authority's policy treats internal and external appointees differently in terms of determining a new appointee's starting salary. The governing board will therefore need to determine who is to be regarded as an internal or an external appointee and whether such appointees are to be treated differently when determining a starting salary. The Authority defines an internal applicant as someone who is employed by the Authority or by the governing board of a school maintained by the Authority and defines an **external applicant** as anyone else.

Governing boards may choose to consider defining an **internal applicant** as someone who works in the school and an **external applicant** as anyone else. If this is the case, they should discuss and agree the policy amendment at the relevant committee of the Governing Board.

Decision

6.4.1 Local Authority Policy – External Appointees to the Authority

It is usual to consider offering either a match on the appointee's current salary (if they can demonstrate recent relevant experience) or offering up to 2 increments above the candidates existing salary.

6.4.2 Unwaged Appointees

If an external appointee is not currently in receipt of a salary immediately prior to appointment, it is usual to offer the minimum point of the scale. If an appointee is currently unemployed but has been in employment in the 13 weeks prior to the date of interview then it is usual to offer either to match the appointees' previous salary (if they can demonstrate recent relevant experience) or offer up to 2 increments above the candidates' salary being earned immediately prior to unemployment.

6.4.3 Internal Appointees (Transfers/Promotions/Regrading's from within the Authority/School)

It is usual to appoint on the minimum point of the grade or a maximum of one increment higher, whichever is the greater, except where the appointment is to a salary scale with the same maximum point, then the appointment is at the same salary.

6.5 Incremental Progression

- 6.5.1 It is a national condition of service that annual increments are paid on 1 April each year until the maximum of the scale is reached subject to 6 months continuous and satisfactory service.

- 6.5.2 Unlike teachers there is no requirement within national conditions of service for an automatic annual review of performance. However, in respect of support staff, if an individual's work performance is unsatisfactory then national conditions of service provide for an increment to be withheld following an adverse report on an employee (subject to an employee's right of appeal to an appropriate committee of the governing board).

Any increment withheld may be paid subsequently if the employee's work performance becomes satisfactory.

- 6.5.3 Within the Authority/School the withholding of an increment would only be considered where an employee was subject to the formal stages of the School's capability procedure.
- 6.5.4 Governing boards are strongly advised only to consider withholding an increment if formal capability procedures have been followed and are recommended to seek advice from the Schools HR Advisory Service in these circumstances.
- 6.5.5 Governing boards do not have any discretion on an employee's entitlement to incremental progression because this is a national condition of service.

6.6 Honorarium Payments

- 6.6.1 An honorarium payment is a temporary payment made to an employee who for any reason, other than annual leave, is requested to undertake temporary additional duties over and above their current job description or undertake a project. There would need to be a clear and justifiable reason for the honoraria payment and it should not be considered unless in exceptional circumstances. Schools prior to awarding honorarium payments need to be secure that the additional temporary duties or project does not already fall within the responsibility of their employee's job description which has been evaluated under job evaluation.
- 6.6.2 Headteachers should only agree to employees temporarily undertaking additional duties and responsibilities for a maximum period of up to 12 months with payment up to four increments. In the exceptional cases where the duration of an honorarium payment may go beyond 12 months, Headteachers should consider whether the duties are still of a temporary nature, or whether they are likely to be permanent. In these cases it may be appropriate for the post to be re-evaluated to reflect the additional duties. Headteachers should seek advice from the Schools HR Advisory Service in this regard.
- 6.6.3 Where an employee in receipt of an honorarium payment is absent from work for a period greater than seven calendar days, the honorarium payment should be suspended. Consideration should be given to reinstating the payment when the employee returns to work.
- 6.6.4 Where an employee is required to undertake the full duties and responsibilities of a higher graded post for any reason other than annual leave and for a continuous period of more than four weeks, they should be recruited to the post, at the appropriate grade, on a temporary short term contract or secondment. Headteachers will need to ensure that the employee holds the relevant qualifications prior to appointment.

6.7 First Aid Allowance

- 6.7.1 Under the Health & Safety (First Aid) Regulations 1981 the Council/School has a statutory duty to provide adequate and appropriate equipment, facilities and personnel to ensure our employees receive immediate attention if they are injured or taken ill at work
- 6.7.2 HSE guidance states that the Council/School should provide at least one First Aid at Work trained first-aider for every 100 employees.
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- 6.7.3 The first aid allowance applies to all staff except teachers employed in locally managed community and controlled schools and where adopted by Voluntary Aided schools, Foundation schools and Academies
- 6.7.4 The Council/school has agreed locally to pay a sum of £104 per annum to employees who are accredited as First Aiders.
- 6.7.5 An employee will be eligible for a First Aid Allowance payment subject to the following criteria:-
 - (a) They have successfully completed an approved* three/four day First Aid at Work course and have received the corresponding certification
 - (b) They are an accredited person in their workplace.
 - (c) They ensure that they refresh and update their training and certification every three years.

****recognised by RBC as an approved external training provider***

- 6.7.6 There is no minimum amount of first aid interactions to be provided in order for the accredited First Aider to receive the allowance. The First Aid Allowance payment is in recognition of the employee being able to provide basic first aid, as and when it is required. On this basis it is recognised that first aid may never be, or may infrequently be, required, however the payment would continue.
- 6.7.7 The employee will be granted paid time to attend the 3/4 day training and the cost of the training will be met by the school. The same will apply to any refresher/update training required after the three year certificated period has expired.
- 6.7.8 All employees should be advised of who the accredited First Aiders are in school.
- 6.7.9 Headteachers should note that unless the job description/person specification for a role has a specific requirement to be trained in and undertake first aid duties, then accredited first aiders are volunteers and management cannot instruct an employee to undertake such a role should they not wish to do so.
- 6.7.10 For newly accredited first aiders the form at Appendix to this procedure must be completed by the school and sent to Payroll. The First Aid at Work Certificate must also be attached.
- 6.7.11 Employees entitled to the payment will be paid £8.67 per month (£104 per annum) as an addition to basic/substantive pay.
- 6.7.12 The First Aid Allowance payment will be identified separately on the pay slip of the employee.
- 6.7.13 Should the employee decide that they no longer wish to undertake the role of accredited first aider, or they are unwilling or unable to renew their training/certification after three years, the line manager must complete the form at Appendix of this procedure.

6.8 Job Evaluation

- 6.8.1 Evaluations of posts may be undertaken through a Headteacher/governing board initiated change management process which results in a request for the creation of a new post/post(s) or for a revision to an existing post or by an employee in a support role within the school who is dissatisfied with the grade of their post and applies for the post to be assessed in accordance with the evidence provided.
 - 6.8.2 The procedure and process for job evaluation is contained within the procedure for Job Evaluation.
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6.9 Overpayments

- 6.9.1 The Authority/School reserves the right at any time, or in the event on termination, to deduct from the salary any overpayment made and/or monies owed by the employee.

7. GENERAL POINTS FOR ALL SUPPORT STAFF

7.1 Job Descriptions

- 7.1.1 All staff should have a job description which reflects the level of duties and responsibilities which they are required to undertake.
- 7.1.2 A 'Library' of all generic job descriptions and person specifications that have been subject to job evaluation assessment, is available on the Schools Intranet. This library should be sourced when recruiting to/advertising for a new/replacement post. If your school does not have access to the Schools Intranet then job descriptions and person specifications can be obtained through Schools HR Advisory Service

7.2 Hours of Work / Working Pattern

- 7.2.1 The working pattern should be taken into consideration when identifying the type and nature of the duties to be undertaken. Careful consideration should also be given to the number of hours per week which are to be attached to the post. The hours should adequately reflect the requirements of the job with the maximum full time working hours being defined as 37 hours per week. With effect from 1st April 2015, all newly appointed support staff in schools are contracted to work 37 hours per week (full time equivalent). This will also apply to staff that gain promotion.
- 7.2.2 When evaluating the specific requirements of the duties and responsibilities of the post, careful consideration should also be given to the number of weeks which are to be attached to the post e.g. does the post necessitate All Year Round, Term Time Only or Term Time Only + additional weeks.

7.3 Apprentices

- 7.3.1 The Local Authority has determined a minimum salary of £12,347 per annum should be paid to Apprentices as a fair rate of remuneration for Level 2 which is payable for the **duration of the programme. This can be pro-rata for Apprentices who are part time and/or term time only. first 12 months followed by Grade 1 SCP 1-2 for the remainder of the Apprenticeship contract. For level 3 Apprentices, the rate is £12,347 for 12 months, followed by Grade 1 SCP2 for the remainder of the contract. This can be pro-rata for Apprentices who are part time and/or term time only.**
- 7.3.2 For Level 4 - 7 Apprentices (higher & degree level), Salary will be paid at Grade 2 SCP 3-4 for the duration of the contract. This can be pro-rata for Apprentices who are part time and/or term time only.
- 7.3.3 The length of Apprenticeship programmes will be the **expected duration, as published in the Institute for Apprenticeships website.** ~~published expected length, plus an option to extend for 6 months for Apprentices employed in Community and Controlled Schools.~~ This is a decision for the individual Governing Board for Voluntary Aided, Foundation and Academy Schools.

For further details please refer to the Procedure for Appointment of Apprentices, Pay & Conditions Guidance.

Note: Apprenticeship rate for L2 and L3 will rise from £12,347 to £14,526 on the 1st April 2025.

MANAGEMENT HANDBOOK

APPENDIX 1

GRADE AND SPINAL COLUMN POINTS FOR SCHOOLS SUPPORT STAFF – 1 APRIL 2024

SCP	01-Apr-24
	per annum
Grade 1	
1	N/A
2	£23,656
3	£24,027
Grade 2	
3	£24,027
4	£24,404
Grade 3	
5	£24,790
6	£25,183
Grade 4	
7	£25,584
8	£25,992
9	£26,409
11	£27,269
Grade 5	
12	£27,711
14	£28,624
15	£29,093
17	£30,060
Grade 6	
19	£31,067
20	£31,586
22	£32,654
23	£33,366
24	£34,314
Grade 7	
25	£35,235
26	£36,124
27	£37,035
28	£37,938
29	£38,626
Grade 8	
30	£39,513
31	£40,476

32	£41,511
33	£42,708
34	£43,693
35	£44,711
36	£45,718
Grade 9	
34	£43,693
35	£44,711
36	£45,718
37	£46,731
38	£47,754
Grade 10	
39	£48,710
40	£49,764
41	£50,788
42	£51,802
43	£52,805

OTHER TERMS AND CONDITIONS

The information detailed below is not intended to be exhaustive but aims to cover the main arrangements which are applicable to the vast majority of staff employed in schools unless specific arrangement has been reached which individual staff concerned to amend these conditions.

Annual Leave Entitlement, Statutory and other National and Local Holidays

Annual Leave Entitlement:

For staff with less than five year's continuous local government service current and new annual leave entitlements are:

Grade 1 – 5	25 days
Grade 6 – 8	26 days
Grade 9 – 10	29 days
Soulbury	29 days

Note: The leave entitlements are to be increased by 5 days for those employees with five years' continuous local government service, calculated as follows:-

Anniversary of five years' continuous service falling within leave year commencing 1 April		Leave entitlement during leave year ending 31 March
“Year ‘A’”		“Year ‘B’”
“Year ‘A’”	April	5 days wef 1 May
	May	5 days wef 1 June
	June	5 days wef 1 July
	July	4 days wef 1 August
	August	4 days wef 1 September
	September	3 days wef 1 October
	October	3 days wef 1 November
	November	2 days wef 1 December
	December	2 days wef 1 January
	January	1 day wef 1 February
“Year ‘B’”	February	1 day wef 1 March
	March	5 days wef 1 April

Please note: the above entitlements are for full time staff and will be pro-rated for part time staff

For those staff who work term time only, leave entitlement is incorporated into pay.

Statutory and other national and local holidays

8 days as follows:

New Year's Day

Good Friday

Easter Monday

May Day

Spring Bank Holiday

August Bank Holiday

Christmas Day

Boxing Day

REQUEST TO PAYROLL FOR DESIGNATED FIRST AIDER PAYMENT

First aid payment is payable to those members of staff that have successfully completed an approved three day first aid at work course, and are the appointed person / accredited first aider in their workplace.

The schools/Rochdale Borough Council's agreed annual payment is £104.

N.B. You must attach a copy of the valid first aid certificate with this payment request.

To Payroll:	
Please arrange to pay:	
Pay reference no:	
With effect from:	
School:	
Headteacher payment authorisation	
I confirm that the above named person has successfully completed an approved course and obtained the recognised first aid at work qualification.	
Signature:	
Date:	

Once complete this form should be forwarded to payroll@rochdale.gov.uk
Do not forget to attach the valid First Aid certificate.

The first aid certificate will be valid for 3 years. Before the certificate expires, the first aider must attend a refresher course. If they are no longer a designated first aider, it is your responsibility to inform Payroll to cease the payment to this person.

REQUEST TO PAYROLL TO CEASE FIRST AIDER PAYMENT

This form is to instruct Payroll to cease first aid payment to those whose first aid certificate has expired, or no longer wish to be first aiders in the workplace.

To Payroll:	
Please arrange to cease payment to:	
Pay reference no:	
With effect from:	
Headteacher:	
Headteacher authorisation	
I confirm that the above named person is no longer eligible for first aid payment.	
Signature:	
Date:	

Once complete this form should be forwarded to payroll@rochdale.gov.uk

OVERTIME PAYMENTS – CATERING, CLEANING & CARETAKING STAFF

The information detailed below is not intended to be exhaustive but aims to cover the main arrangements which are applicable to the vast majority of former manual workers employed in schools unless specific arrangement has been reached with the staff concerned to amend these conditions.

Caretaking / Cleaning Staff

i) Overtime Payments (national condition of service)

Monday to Friday	-	Normal time until hours worked are beyond 37 hours Overtime worked beyond 37 hours is paid at time and a half
Saturday	-	Time and a half
Sunday	-	Double time

Sunday work qualifies for a minimum payment of 2 hours at double time, even if the hours actually worked are less than 2 hours.

ii) Employee called upon to return to work (national condition of service)

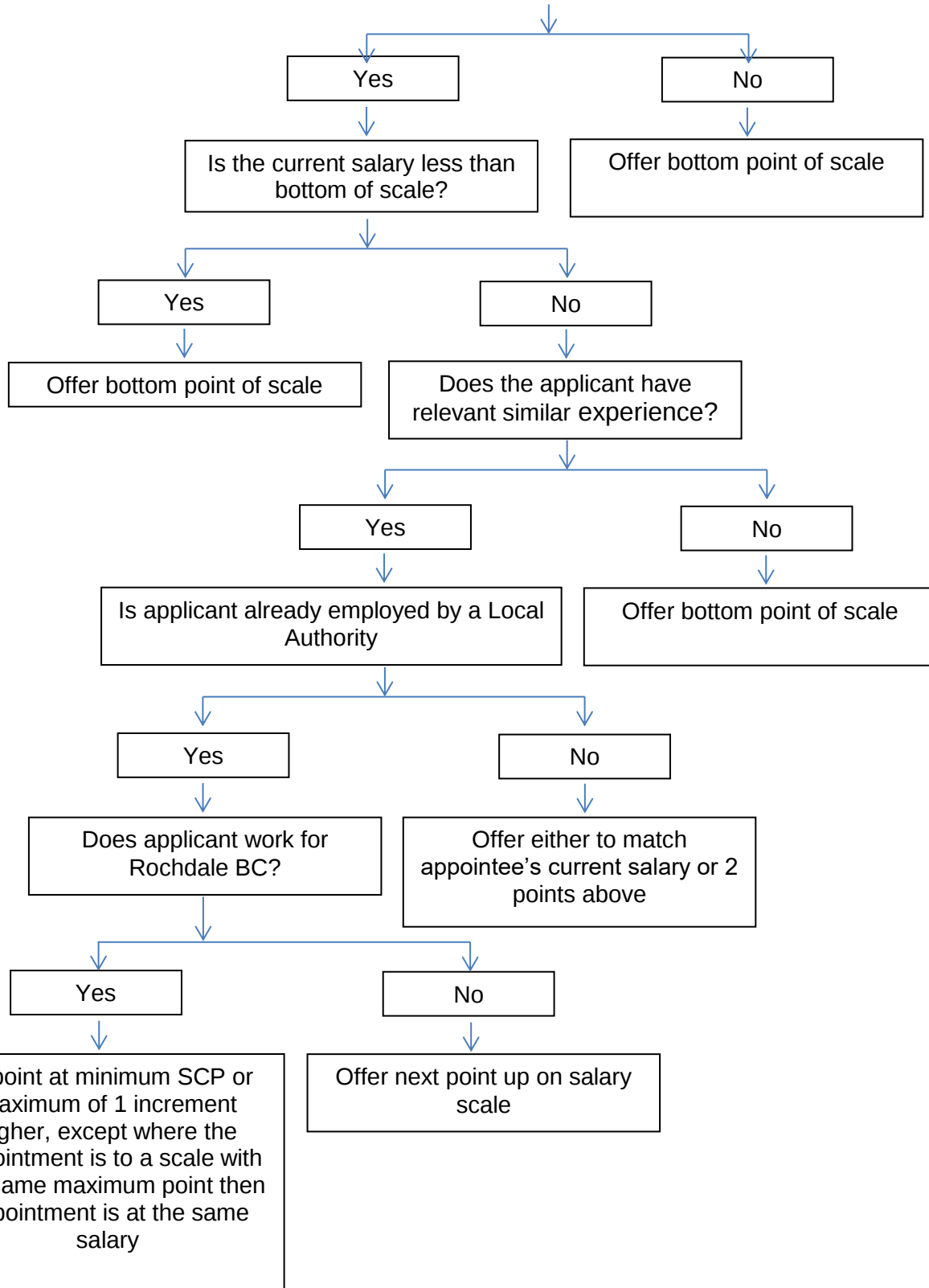
Where a Site Manager/Caretaker/Cleaner is required to return to work after leaving his/her place of employment or has been notified before ceasing work to return to work at a time not less than two hours after his or her normal finishing time, then where the recall to work is at a time which is more than three hours before an employee's normal commencing time, payment shall be as follows:-

- a) *Return to work and not required or required for less than two hours*
A minimum payment of two hours at the rate of time and a half or the rate appropriate
 - b) *Time worked up to and including three hours*
Time and a half or the rate appropriate to the day and time whichever is the greater.
 - c) *Time worked in excess of three hours*
Double time for hours worked in excess of three up to normal commencing time.
 - d) *Return to work on a second or third occasion during the same period*
Time and a half or the rate appropriate to the day and time whichever is the greater, for the hours worked, subject to the total payment for the hours actually worked on several recalls to work being not less than the amount which would have accrued if the recall had been for the same number of hours on a single occasion.
 - e) *Work after midnight*
Double time for all hours worked up to normal commencing time subject to a minimum payment order (a) above. Where the recall to work is three hours or less before normal commencing time an employee shall be paid time and a half or the rate appropriate to the day and time, whichever is the greater, for the hours worked and plain time in respect of any period between the finish of the work and the normal commencing time.
-

Determining Starting Salary

The start salary MUST be discussed with the candidate at the time of offering the post

Is the applicant earning through employment?





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Council

January 2006, Revised January 2013, January 2015, September
2017, April 2019, September 2019 & March 2022,
September 2022, October 2023, **October 2024**
