SHARE
MULTI-ACADEMY TRUST

SUPPORT STAFF
PAY POLICY & PROCEDURE

Version	10.0
Name of Policy Writer	R Hartley / L Sykes
Approved by Directors or Delegated Authority	8.10.26
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1. Introduction

1.1 The Board of Directors of SHARE MAT have adopted the policy set out in this document to provide a clear framework for the exercise of its powers and discretions in relation to all employees employed in the MAT.

1.2 SHARE MAT is committed to taking all relevant decisions in accordance with the principles of public life as listed in Department for Education guidance (namely objectivity, openness and accountability) and believes that this pay policy will help to recruit, retain and motivate employees, will provide the basis for sound financial and personnel planning and will minimise the risk of grievance and discrimination.

1.3 SHARE MAT through the mechanisms outlined in both this policy, the Scheme of Delegation and the MAT's Job Evaluation Scheme, aims to ensure that all decisions taken on pay and remuneration are justifiable and fair.

1.4 Incremental pay progression, whilst taking into account the individuals progress against an agreed professional development plan, will normally be automatic unless there are serious concerns about the support members of staff's performance which should have been brought to their attention at the earliest opportunity.

1.5 With reference to all posts, professional development plans (PDP) will be deemed to be successful unless significant concerns about the standards of performance have been raised and in writing with the employee during the annual professional development plan (PDP) cycle and, by the conclusion of that process, have not been successfully addressed through support provided by the academy.

1.6 Fairness will be assured by annual monitoring of pay decisions. Specifically, the only pay decisions for support staff are withholding increments due to formally notified incompetency or an unsuccessful regrade application.

1.7 Annual pay reports by the Headteacher or Chief Financial Officer will be provided to Local Governing Bodies for information and to the Board as required.

1.8 All arrangements in relation to pay determination will comply fully with data protection requirements.

2. Purpose and scope

2.1 The policy aims to ensure fair, consistent and robust pay structures across the trust. It applies to all employees and supports the Board of Directors in fulfilling its relevant duties and obligations under the Academy Trust Handbook. In determining and reviewing pay and conditions of service, the Board of Directors will take into account relevant national recommendations and guidance, including the National Joint Council for Local Government Services (NJC) Pay and Conditions of Service, commonly known as the Green Book, and will remain mindful of current pay and employment conditions within the wider sector.

2.2 SHARE MAT will ensure compliance at all times with the following relevant legislation:

- The Equality Act 2010

- The Employment Act 2008
- The Employment Act 2002
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Employment Relations Act 1999
- The Employment Rights Act 1996.

3. Roles and Responsibilities in Setting Pay Structures

3.1 The MAT Board of Directors has responsibility for approving annual revisions to the pay policy and any revisions to pay and conditions for all support staff employed by the MAT. The Board also approves annually the cost of living increases for all support staff.

3.2 The Remuneration Committee comprises of at least two Directors, who should have sufficient expertise in financial and pay matters. The Remuneration Committee has responsibility for making recommendations to the Board regarding the Senior Executive Leadership Team's salary range, including a re-grade or an acting up payment. This is detailed in the Scheme of Delegation.

3.3 The Senior Executive Leadership Team (SELT) comprises of the CEO, the Chief Finance & Operations Officer, Director of People & Improvement and Executive Principals. The SELT has responsibility for determining pay bands for all support staff posts within the MAT in line with the decision-making framework and the MAT's job evaluation scheme. Exceptions will be reported to the remuneration committee.

3.4 An appeals committee has responsibility for hearing formal appeals when pay increments have not been awarded. Committee representation will not include any employee involved in the original pay decision and will be made in line with the scheme of delegation, facilitated by the HR Manager.

4. Band Determination and Probationary Periods

4.1 SHARE MAT follows the NJC pay scales for support staff (see appendix two) and its Job Evaluation scheme (for posts up to Band K) to ensure parity and fair pay structures. Each job description reflects different levels of responsibility, skill and competencies taking into account as much as is practical variances within each academy. The pay band will normally remain unchanged unless a substantial change in the duties and responsibilities attached to the post take place.

4.2 The starting point of a newly appointed employee will normally be at the minimum of the advertised range, with incremental progression within the range specified in the role profile and advertisement. However, the Head (or the SELT if Central Services appointment) has the discretion to appoint a new employee on a higher point than the bottom of the range, but this must only be the case in exceptional circumstances and advice should be sought from HR in all cases to ensure parity across the MAT.

4.3 Movement within the pay band will be on an incremental basis until the top of the band is reached.

4.4 All support staff, other than those appointed to fixed term positions of short duration, will normally be subject to a probationary period of four months. Reviews will take place at week four, week ten and week sixteen. The length of the probationary period may be extended as required and in consultation. If required, an extension of up to one month may be added to the probationary period. Support staff who are promoted within the MAT will not be subject to a new probationary period if they have previously successfully completed one.

The Admin Manager/Line Manager will discuss the probationary monitoring process with the employee during their Induction at the start of employment. The Line Manager should diarise the review meetings to support progress and ensure they take place.

The probationary period review meeting will consider the progress made towards the following key areas; overall performance in their role, effective relationships with all stakeholders, attendance and punctuality, areas for immediate improvement, any short-term training needs (including previous or future coaching and support).

Throughout the probationary period, line managers are expected to have an open and constructive dialogue with the employee.

5. Incremental awards

5.1 All support staff employed by SHARE MAT can expect to receive regular, constructive feedback on their overall performance and in line with teaching staff, are subject an annual professional development plan (PDP) that recognises their strengths and good practice informs plans for their future development, and helps to enhance their professional practice

5.2 Unless the employee is at the top of their band or there are serious concerns about the employee's performance, which should have been brought to their attention, an incremental award will normally be automatic. The trust operates a system whereby concerns should be raised at an early opportunity to allow the employee to make the necessary improvements.

5.3 Employees will not receive an incremental increase if they are subject to capability procedures, and they will be notified in writing accordingly. An increase may be reinstated at the time of and subject to successful improvement secured through the capability process. This cannot be back-dated.

5.4 For new starters in the autumn or spring term the first opportunity for an incremental pay increase will be in the first September following appointment. If an employee commences at the start of or during the summer term, the first opportunity for incremental pay increase will be in the September of the following year.

5.5 Accelerated incremental progression based on exceptional performance can also be awarded in exceptional circumstances at the Headteachers or SELT's discretion, advice should be sought from HR in all cases to ensure parity across the MAT.

5.6 The Board of Directors will at all times ensure that appropriate funding is allocated for incremental awards at all levels.

6. Annual salary notification

6.1 Salary statements for all support staff in the MAT will be available annually on the HR Management Information system by 30th November.

6.2 All salary statements for support staff will confirm the band of their post and their spinal point from September that academic year. It should also confirm any safeguarding arrangements and temporary additional payments.

6.3 Headteachers/Heads of Schools may choose to write to support staff upon successful completion of their professional development plan (PDP). The CEO may choose to do this for the SELT, and the SELT for central support staff.

6.4 All employees must be notified in writing if a "due" incremental award is not made due to capability procedures, please seek advice as required from HR.

7. Informal appeal

7.1 If an employee is dissatisfied with the withholding of a pay increment due to capability or failing to secure a band upgrade following a request, they may follow the formal appeal procedure at the point they have been notified in writing., they should, without delay, seek to resolve this by informal discussion with their line manager. Any discussion of this nature must be documented by the line manager and communicated to the individual employee concerned as well as the Headteacher/Senior Manager who may seek advice from the central team.

7.2 Where the employee continues to be dissatisfied, they may follow the formal appeal procedure at the point they have been notified in writing.

8. Formal appeals procedure

8.1 Formal appeals against pay determinations can only proceed once the initial recommendation has been ratified and the employee has been notified of the outcome in writing. Other than in extenuating circumstances, no formal appeal should be presented without informal discussion of the recommendation having previously taken place as outlined above.

8.2 In submitting a formal appeal, the appellant should specify that they believe the decision to deny them an incremental award was unreasonable because of one of the following reasons and this must be clearly expressed in their appeal:

- represented an incorrect application of this pay policy;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- unlawfully discriminated against the employee or**;**
- was biased in some other way.

8.3 The employee should set down in writing the reason(s) for questioning the pay decision (which must be one or more of the grounds specified above) and send their appeal to the Executive PA to the CEO within ten working days of receipt of formal notification.

8.4 Central HR will then make arrangements for the formal appeal hearing, convening appropriate committee members in line with the scheme of delegation and will notify the appellant in writing. This will normally take place within ten working days of receipt of the written appeal notification.

8.5 For any formal hearing the employee is entitled to be accompanied by a work colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of any formal meeting must be reasonable. The appeal hearing must allow both parties to present their cases.

8.6 The decision of the appeals committee will be given in writing and, where the appeal is rejected, will include a note of the evidence considered and the reasons for the decision.

8.7 The decision of the appeals committee is final and there is no recourse to the grievance procedure.

8.8 Appeal decisions do not affect employees' statutory employment rights.

9. Acting allowance

9.1 Acting up is when an employee temporarily performs the duties for someone whose job is at a higher level than their own.

9.2 If an employee's current job is Band F and above, and their job description includes acting up, no additional payment will be made for the first four weeks – see the table below. They will receive additional payment in recognition of the acting up starting from week five. The amount of payment will reflect the proportion of graded duties for that job

9.3 For jobs graded Band E and below there is usually no specific requirement to act up as part of the job. If an employee is required to do so they will be paid for the proportion of graded duties for the higher job from day one

BAND	Time before acting up payments start
J	Only following a recruitment campaign
F – I	Four weeks
A to E	Immediately

10. Honoraria

10.1 Employees may receive an honorarium payment if they perform additional duties which are outside the scope of their current job and where the additional duties and

responsibilities involved are above the level of their current job. The amount of payment will reflect the proportion of graded duties for that job and the period of time this is undertaken.

10.2 Employees will not qualify for an honorarium payment if they have an increase in the volume of their work or carry out duties at the same or at a lower level.

10.3 The MAT will confirm in writing to the employee the period for which the honorarium payment will apply and will give details of the additional duties for which the payment is being made. An honorarium is time limited, usually three to six months.

11. Pay Protection

11.1 Where an employee is redeployed to a lower band as result of a staffing restructure, the following will apply in most circumstances: -

- Pay will be protected only in a situation where an employee moves to a comparable post and there is "loss of earnings";
- Pay protection will be for twelve months;
- Where pay protection is applicable (i.e. where there is a loss of earnings), but hours worked in the new post are a reduction on the previous post, pay will be protected against the pay point of the previous post in accordance with the hours worked in the previous post.
- Cost of living increases will not be applied to protected pay.

11.2 Protected pay is to ensure that where the restructure or redeployment has a financial impact upon an employee, the affected staff member have a period of time to assess their financial situation and secure alternative employment if required.

12. Salary sacrifice schemes

12.1 SHARE MAT operates a number of salary sacrifice schemes allowing employees to purchase items generally of up to a maximum value of £1,000 for each scheme. Gross salary shall be reduced accordingly in line with the relevant schemes.

13 Holiday Pay for Term Time Employees

13.1 All employees working term time, have their holidays incorporated into their pay.

14 Holiday Pay and Annual Leave Entitlement for All Year-Round Employees

14.1 All holiday entitlement, including public holidays, is calculated in proportion to the employee's annual working hours. For starters and leavers, holiday entitlement is calculated (pro rata) from the starting month of employment.

14.2 When an employee has completed five years' continuous service with the trust/local authority, they will receive an additional five days' holiday entitlement. These can be taken from the anniversary of the month they started in proportion to the number of calendar months left in the current holiday year, and in full from the start of the next holiday year.

14.3 For candidates with high levels of expertise and experience within a relevant area, a request can be made by recruiting managers to the SELT to consider immediate qualification for the five additional days of annual leave from the start of employment (rather than qualifying after five years' service). Cases will be considered on a case-by-case basis but the person making the request must be able to demonstrate their experience is at least equal to the level that would have been accrued in the trust or local authority.

14.4 The holiday year at SHARE MAT starts on 1st September to 31st August.

15. Miscellaneous Payments

15.1 SHARE MAT recognises loyalty and commitment of its employees and as such, upon completion of twenty-five years' service at a Share MAT school, employees will be awarded three hundred pounds in the form of vouchers of their choosing.

15.2 Apprentices are paid at the national rate of pay depending upon age and length of apprenticeship. Please seek advice from payroll as required.

15.3 Temporary additional hours over and above an employee's contractual hours for a specific task may be approved and paid for within agreed budget provisions or in exceptional circumstances, time off in lieu arranged (plain time is paid up to 37 hours a week). The extra hours must be planned and agreed in advance and also have the appropriate approval for payment that takes into account the level of responsibility for the extra work undertaken.

15.4 Emergency call out fees will be paid for emergency response work of up to two hours. If the work exceeds two hours, this will be paid as overtime at the rate of time and a half but this must be authorised by the headteacher or named person for the claim to be processed.

16. Other Policies

16.1 This policy is supported by the professional development plan (PDP) policy.

16.2 Employees' monthly pay can change subject to personal circumstances, therefore this policy has recourse to the Attendance Management Policy and Leave of Absence Policy.

17. Schedule of Amendment

Version No.	Date of Issue	Amendment
Up to 5.0		Amendment to pay scales
6.0	8.10.24	addition of point 14.3 and 15.4
7.0	6.2.25	- amended salary values in line with annual award. Applied same pay progression principles used in the new teachers' pay policy. Following approval additional wording added to point 15.3 to clarify additional payments.
8.0	9.10.25	Annual amendment to pay scales. Additional wording to paragraph 15.3 regarding levels of responsibility when making additional payments. Changed reference to Executive Business Team to Senior Executive Leadership Team (SELT)
9.0	14.5.26	amendment to point 4.4 with changes to the probationary period. Updated pay ranges
10.0	Sept 26	Updated and refined the purpose and scope Changes to probationary period Added addition of SELT and their role Updated salary scales Capability changes in line with STPCD 2026

Appendix One Support Staff Salary Ranges

SHARE MAT SUPPORT STAFF PAY SCALES					
		1 April 2026			
SCP	RANGE	£ per annum	£ per month	£ per hour	Band
3	SCP 3-4	25614	2134.50	13.28	B
4	SCP 3-4	26016	2168.00	13.48	
5	SCP 5-6	26427	2202.25	13.70	C
6	SCP 5-6	26847	2237.25	13.92	
7	SCP 7-11	27274	2272.83	14.14	D
8	SCP 7-11	27709	2309.08	14.36	
9	SCP 7-11	28153	2346.08	14.59	
10	SCP 7-11	28608	2384.00	14.83	
11	SCP 7-11	29071	2422.58	15.07	
12	SCP 12-17	29542	2461.83	15.31	E
13	SCP 12-17	30023	2501.92	15.56	
14	SCP 12-17	30515	2542.92	15.82	
15	SCP 12-17	31015	2584.58	16.08	
16	SCP 12-17	31525	2627.08	16.34	
17	SCP 12-17	32046	2670.50	16.61	
19	SCP 19-23	33119	2759.92	17.17	F
20	SCP 19-23	33673	2806.08	17.45	
21	SCP 19-23	34237	2853.08	17.75	
22	SCP 19-23	34811	2900.92	18.04	
23	SCP 19-23	35570	2964.17	18.44	
24	SCP 24-27	36581	3048.42	18.96	G
25	SCP 24-27	37563	3130.25	19.47	
26	SCP 24-27	38510	3209.17	19.96	
27	SCP 24-27	39481	3290.08	20.46	
28	SCP 28-31	40444	3370.33	20.96	H
29	SCP 28-31	41177	3431.42	21.34	
30	SCP 28-31	42123	3510.25	21.83	
31	SCP 28-31	43149	3595.75	22.37	
32	SCP 32-35	44253	3687.75	22.94	I
33	SCP 32-35	45529	3794.08	23.60	
34	SCP 32-35	46582	3881.83	24.14	
35	SCP 32-35	47722	3976.83	24.74	
36	SCP 36-39	48849	4070.75	25.32	J
37	SCP 36-39	49983	4165.25	25.91	

38	SCP 36-39	51128	4260.67	26.50	
39	SCP 36-39	52199	4349.92	27.06	
40	SCP 40-43	53377	4448.08	27.67	K
41	SCP 40-43	54524	4543.67	28.26	
42	SCP 40-43	55659	4638.25	28.85	
43	SCP 40-43	56800	4733.33	29.44	
44	SCP 44-47	57869	4822.42	30.00	L
45	SCP 44-47	58980	4915.00	30.57	
46	SCP 44-47	60026	5002.17	31.11	
47	SCP 44-47	61116	5093.00	31.68	
48	SCP 48-50	62187	5182.25	32.23	M
49	SCP 48-50	63271	5272.58	32.80	
50	SCP 48-50	64359	5363.25	33.36	
51	SCP 51-53	65467	5455.58	33.93	N
52	SCP 51-53	66362	5530.17	34.40	
53	SCP 51-53	67722	5643.50	35.10	
54	SCP 54-57	68883	5740.25	35.70	O
55	SCP 54-57	70069	5839.08	36.32	
56	SCP 54-57	71696	5974.67	37.16	
57	SCP 54-57	76945	6412.08	39.88	
58	SCP 58-60	86374	7197.83	44.77	P
59	SCP 58-60	92670	7722.50	48.03	
60	SCP 58-60	99439	8286.58	51.54	
61	SCP 61-63	99004	8250.33	51.32	Q
62	SCP 61-63	106238	8853.17	55.07	
63	SCP 61-63	113970	9497.50	59.07	
64	SCP 64-66	108938	9078.17	56.47	R
65	SCP 64-66	117140	9761.67	60.72	
66	SCP 64-66	125338	10444.83	64.97	
67	SCP 67-71	149453	12454.42	77.47	S
68	SCP 67-71	153083	12756.92	79.35	
69	SCP 67-71	156925	13077.08	81.34	
70	SCP 67-71	160662	13388.50	83.28	
71	SCP 67-71	164399	13699.92	85.21	
72	SCP 72-77	189158	15763.17	98.05	T
73	SCP 72-77	195464	16288.67	101.31	
74	SCP 72-77	201767	16813.92	104.58	

75	SCP 72-77	208074	17339.50	107.85	
76	SCP 72-77	214378	17864.83	111.12	
77	SCP 72-77	220686	18390.50	114.39	