

NOTRE DAME HIGH SCHOOL

Pay System for Non-teaching Staff

Explanation of Notre Dame High School's Non-Teaching Staff Pay Scales

The following notes are intended to give a broad indication of our system of pay scales. They are not intended as a definitive statement and do not form part of terms and conditions of employment.

Pay Scales

1. Every non-teaching post in Notre Dame is attached to a pay scale relevant to the responsibility of the post.
2. Each scale consists of eight pay points
3. The scale is divided into a four point "main scale" and a four point "upper scale".
4. A new staff member will start on the lowest point of the main scale.
5. The progression on the main scale is achieved by length of service, moving up by one point each year.
6. Progression onto and up the upper scale is subject to satisfactory performance management assessment, giving the opportunity to move up the scale by one point every other year.

Full Time Equivalent and Pro Rata Salaries

1. The salaries shown in pay scales are for a full time employee working a 37 hour week for 52 weeks a year (less annual and public holidays)
2. In the case of an employee working less than full time we calculate a Full Time Equivalent (FTE). That is the proportion of a full years working hours which will be work by that employee. This is expressed as a proportion of 1 and is shown to four places of decimals, e.g. 0.5000 for a half time employee.
3. The actual salary payable is proportionate to the annual hours worked. It is calculated by multiplying the full salary by the FTE
4. The hourly rate is not affected by this calculation

The pay scale for the post of HR Administrator is: H

The FTE for this post is: 0.4399

Actual starting salary: £9,089

Scale	Full Year	Actual Salary Payable
Main Scale	£21,074	£12,247
	£21,693	£12,607
	£22,401	£13,019
	£23,111	£13,431
Upper Scale	£23,866	£13,870
	£24,657	£14,330
	£25,463	£14,798
	£26,470	£15,383