

# 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. A new staff member will start on the lowest point of the main scale.
3. Progression is subject to satisfactory performance management assessment, giving the opportunity to move up the scale by one point every year in April. For the first progression the following applies:

Start date between 1<sup>st</sup> October and 31<sup>st</sup> March – consideration for first progression after six full months employment and then in April each year.

Start date between 1<sup>st</sup> April and 30<sup>th</sup> September – consideration for progression in April after start date.

#### 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 year's working hours which will be worked 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.

#### **TERM TIME ONLY / TERM TIME PLUS XX WEEKS EMPLOYEES.**

The annual leave year runs from September to August. In addition to pay for the days worked, employees are paid **23** days' annual leave, plus 3 closure days which are normally allocated in between Christmas and New Year plus statutory bank holidays. After 5 years continuous service this will increase to **28** days' annual leave plus 3 closure days and 8 statutory bank holidays.

#### **FULL YEAR EMPLOYEES**

The annual leave year runs from September to August. Employees receive 23 days' annual leave per year plus 3 closure days which are normally allocated in between Christmas and New Year and statutory bank holidays. After 5 years continuous service, this will increase to 28 days' annual leave plus 3 closure days and 8 statutory bank holidays.

**If you have continuous service with a recognised employer, this can be included in the above starting entitlement on receipt of evidence from your current or most recent employer as appropriate.**

**The pay scale for the post of School Office Manager/PA to the Headship Team is Grade 6**

**The FTE for this post is: 0.9042**

**Actual starting salary: £27,873 (for employees with less than 5 years continuous service)**

<b>Full Year</b>	<b>Actual Salary Payable</b>
£30,825	£27,873
£31,364	£28,360
£32,076	£29,004
£33,024	£29,861
£30,694	£30,694
£31,498	£31,498