



Staff Pay Policy

1. Staff at the Pre-School are paid an hourly rate, according to their role.
2. There are six pay rates in the Pre-School:
 - Non-qualified/Level 1
 - Level 2
 - Level 3
 - Administrator
 - Deputy Manager
 - Manager
3. Baseline pay rates for each level were agreed by the Committee in February 2021. They will be reviewed in summer 2022, and then annually after that. Changes to pay will then apply for the following academic year.
4. If the Pre-School is in a financial position to do so, the Committee should make a uniform pay increase to for all staff. It is suggested that the Committee increases staff pay in line with inflation if this is affordable.
5. When non-qualified, Level 1, 2 or 3 teaching staff have been in the same post for three full years, they will receive a 40p per hour increase to recognise the increased skills and experience they bring to the role.
6. Teaching staff (i.e. all but the administrator) are contracted to work set hours during term time only. Normal hours are set out in staff contracts and may be varied in consultation with that member of staff.
7. In addition to core Pre-School hours, staff are also required to attend meetings and parents' evenings. The Manager, Deputy Manager and Administrator are also expected to attend Committee Meetings. All these additional hours will be reimbursed at the standard hourly rate.
8. For each key worker child allocated, staff are paid 1.75hrs per child per term.
9. Staff will be paid for training which is completed outside of their contracted hours in accordance with their contract.
10. The Manager and Deputy Manager are paid for additional administrative tasks done outside of core hours. A specified limit on hours that can be claimed is agreed for each post. This is an expected maximum; it is not an expectation for the hours that will be worked.



11. If agreed in advance with their manager, all staff can work additional hours which will be paid at their standard rate, or (if agreed in advance with the Committee) may claim Time off in Lieu of payment.
12. Staff are entitled to 5.6 weeks paid leave (i.e., 5.6 weeks x weekly contracted hours) which is paid as 1.6 weeks in the Christmas Break and 4 Weeks in the Summer Break. Holiday pay is paid on regular hours only.
13. There are additional, annual payments attached to the SENCO and Forest School roles to recognise the additional responsibility associated with these roles.
14. The Committee does not give staff cash bonuses but may – if it judges it reasonable to do so - buy staff small gifts to recognise particular hard work, special achievements or celebrations.

This procedure has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This procedure will be reviewed: Autumn 2022

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: