



## **Staff Pay Policy**

1. Staff at the Pre-School are paid an hourly rate, according to their role.
2. There are five pay rates in the Pre-School:
  - Unqualified
  - 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 annually and in accordance with changes to the national minimum wage or national living wage.
4. If the Pre-School is in a financial position to do so, the Committee should make a uniform pay increase for all staff. It is suggested that the Committee increases staff pay in line with inflation if this is affordable.
5. When staff have been at the Pre-School for three full years, they will receive an increase on their current pay rate in recognition of their commitment and service. The increase amount is determined by the committee on an annual basis.
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 and Administrator are also expected to attend Committee Meetings. The Deputy Manager may attend if they wish or in place of the Manager if available. All these additional hours will be reimbursed at the standard hourly rate.
8. For each key worker child allocated, staff are paid 1.75 hrs per child per term. Staff are also paid 1 hr per child for report writing these include the end of year Summer report and 2 year check reports. Any further time needed is to be discussed with the Manager and the Committee.
9. Staff will be paid for training which is completed outside of their contracted hours in accordance with their contract. This applies to the time spent on the course only and not travel time. If a staff member has to drive to a training venue then they can claim 45p per mile to and from the venue.
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 each month based on the hours worked.
13. In the event of an unplanned Pre-School closure, staff who are contracted to work will be paid for their normal contracted hours for that day.
14. There are additional, annual payments attached to the SENCO, Safeguarding Lead and Deputy and Forest School roles to recognise the additional responsibility associated with these roles.
15. For staff with SENCO and safeguarding responsibilities, an extra 50p will be applied to their hourly rate for any admin time spent on these roles.
16. 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: Spring 2027

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

Staff Signatures:

Date: