|  |  |
| --- | --- |
|  | **WORKING AT BEAUCHAMPS HIGH SCHOOL**  **A brief guide to our conditions of service for Support Staff** |

**Working Hours**

The full-time working hours are 37 per week for all Local Government Services support staff. Part-time hours are pro-rata to the full-time post.

Start and finish times and working weeks for term-time only staff, if not given in the post details, are agreed individually with the postholder. As a guide, students are in school for a total of 38 weeks per year. There is also a further working week of 5 non-teaching days for teachers and some non-teaching staff. Your contract may also include some attendance during school closure periods. Paid lunch periods are not included in your contracted working hours. If a lunch period is appropriate, the amount of unpaid time to be taken will be negotiated with you according to the needs of the school. There is no entitlement to paid "tea breaks" during the working day, but most Support Staff areas have arrangements for taking refreshments.

**Leave Entitlement**

The leave year for most staff runs from 1 April to 31 March. Other variations will be advised individually.

**Employees working a 5 day week for 52.14 weeks per year:**

Annual leave entitlement varies according to grade and continuous service as shown below:

Basic annual salary Less than 5 years 5 or more years

(scale point) continuous local continuous local

authority service authority service

(days) (days)

1-28 23 27

29-40 25 28

41+ 26 29

Some employees may be required to use one of these days at a time fixed by the school during the Christmas closure period.

The taking of leave is always subject to the agreement of your line manager and the Headteacher, but would not normally be approved during term time.

**Part-time Staff (less than 37 hours for 52.14 weeks)**

Annual leave for part-time staff and job-sharers is on a pro-rata basis.

**Term-time only staff (less than 52.14 weeks)**

Staff contracted to work fewer than 52.14 weeks, eg term-time only, do not take annual leave but are paid for the appropriate leave entitlement (inclusive of public holidays) within their annual salary.

**Probation**

All appointments new to the school are subject to the completion of six working months' satisfactory service.

**Sickness Benefits**

Contractual sick pay is calculated on a scale that rises from one month's full pay at the commencement of employment to six months' full pay and six months' half pay after five years' service.

Employees on relief (casual) terms of employment or temporary contracts of less than three months have no entitlement to statutory sick pay and/or contractual sick pay.

**Pension**

You will automatically enter the Local Government Pension Scheme. Contributions are paid on a sliding scale according to annual pensionable pay, ranging from 5.5% to 7.5%. This will be deducted from your monthly salary, unless you opt out or provide evidence of having previously opted out of the scheme.

Up-to-date information regarding the pension scheme can be obtained from the scheme website at [www.essex.pensionfund.co.uk](http://www.essex.pensionfund.co.uk).

**Pay**

The school is a Single Status employer, which means that rates of pay for most comparative posts across schools in Essex are paid within a range of points on the Local Government Single Status Scale allocated after job evaluation by Essex County Council.

The pay year for Support Staff runs from 1 April to 31 March.

If your employment commences on the first point of your allocated Pay Band, you will gain an automatic increment after the first year of employment. Thereafter your entitlement to an increment will be determined by satisfactory completion of criteria set under annual Performance Management reviews, until you reach the top of your allocated Pay Band. Further commencement to a higher Pay Band will depend on opportunities for promotion, or a re-evaluation of the responsibilities within your role.

**Dress Code**

Staff are expected to present a professional appearance while in school. Smart office dress or clothing appropriate to the role must be worn (including supplied uniform for some posts). Full details of the Dress Code are contained in our Code of Conduct which will be issued to successful candidates on appointment.