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Model School Pay Policy – Support Staff (Academic Year 2026-27)

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1.0 Introduction

This pay policy statement describes the School's adopted pay arrangements for all school support staff, based on Cornwall Council's agreed pay arrangements for all of its employed staff working under the Terms and Conditions of Employment for Local Authority Employees (i.e.: 'The Green Book'). In recognition of Cornwall Council as the employer of all staff based in Local Authority maintained schools, Governing Bodies of maintained schools are required to apply the established pay arrangements for Green Book staff employed in their schools. This policy aims to achieve this purpose.

2.0 Scope

The pay policy statement describes the pay arrangements that apply to 'Green book' support staff based in maintained schools.

3.0 Pay structure

The Council's pay structure applies to support staff employed in this school. The Council's pay structure for the relevant employees consists of 10 grades with incremental pay ranges. Grades are allocated to jobs through a process of job evaluation which establishes the relative value of different roles.

Employees are appointed to the minimum of the salary range for the job unless there is a substantial reason for making an exception, for example to secure the appointment of a candidate of the right calibre.

In exceptional circumstances, for example for retention reasons, employees may be awarded accelerated salary progression at the discretion of the Governing Body.

Where an employee is promoted or regraded to a higher grade they should receive an immediate pay increase. They will be paid on the minimum of the salary range for higher grade unless this is less than a 2% salary increase in which case they will be paid a 2% salary increase. Exceptions may be agreed by the Governing Body.

The Council will consider annually the outcome of national pay negotiations on pay for its Green Book and related employees for April each year and further separate communications will take place as soon as practicable once these are received each year.

The Council has received accreditation as a Living Wage Foundation employer and the Council is committed to maintain pay levels in line with this rate of pay. Accordingly, such pay increases will apply to school support staff employed in LA maintained schools where the Council is the employer.

The Council's pay structure creates the foundation for the relationship between the pay of all the roles within the scope of the pay statement and is attached (Appendix 1) to this statement.

3.1 The Single Status and Pay & Grading Collective Agreements

Headteachers and Governors should refer to the following documents for the detailed arrangements:

- 1999 – Single Status National Agreement;
- 2004 – Pay & Grading Agreement (the grading and pay structure across all schools);
- 2011 & 2012 – Local Collective Agreements (covering overtime, leave arrangements, call out and standby payments);
- 2014 – Local Collective Agreement (harmonising terms detailed in the previous Local collective agreements, the introduction of the Living Wage, freeze on incremental increases and the introduction of a Contribution Related Pay scheme for 2017).
- 2022 – Local Collective Agreement (covering a new grading and pay structure, leave arrangements, pay on promotion, mileage, occupational maternity pay, overtime, call out and standby payments, ending of the Contribution Related Pay scheme)

In accordance with the School Staffing (England) Regulations 2003, Governing Bodies have a specific responsibility to ensure that the pay and grading of staff employed in schools remain within the pay framework of the Local Authority. The pay framework for all Local Authority maintained schools in Cornwall is established by the Pay and Grading Local Collective Agreement.

Schools, Trusts and Academies intending to alter any of the Single Status arrangements must discuss their proposals with the relevant trade unions before changes can be implemented.

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3.2 Salary Determination & Notification

In order to apply a consistent approach to the determination of all staff salaries, the Governing Body should review support staff salaries on 1 September each year (as they are also obliged to do with teachers). In accordance with the School's Performance and Development Policy, the Personnel Committee should review the achievement of performance targets and/or additions to each job description of new duties or responsibilities, to ensure that the appropriate grade is determined for each member of staff.

Background:

The Local Collective Agreement 2022 committed the Council to changes to the pay structure as summarised below:

The CRP scheme ceased on 30 September 2022 meaning that one off payments will no longer be available

This has been replaced with a salary progression scheme where on 1 October each year individuals will progress by 1 increment per annum until they reach the maximum of their current pay range, subject to the qualifying criteria below.

National pay awards will continue to be paid to all employees regardless of their level of contribution.

Appraisal schemes in schools from each September no longer need to incorporate a specific rating scheme.

These salary progression arrangements will apply to all of the Council's employees whose contracts incorporate the National Scheme of Conditions of Service for Local Government Employees (known as 'the Green Book').

Support staff employed in Trust Schools or Academies, are subject to their Governing Bodies resolving to adopt this policy or renegotiate it with the recognised unions.

3.3 Salary Progression

The salary progression criteria applies to all Local Government Services employees in local authority maintained schools. Consequently, this scheme applies to support staff in this school.

All Green Book employees in the School are eligible for nationally determined pay awards (regardless of their appraisal rating). On 1 October each year, all Green Book employees in the School have the opportunity to progress by 1 increment per annum until they reach the maximum of their current pay range provided they have:

- Satisfactory performance
- At least 6 months qualifying service in their current role*

*Progression will not take place if an individual has moved roles between 2 April and 30 September that year.

Individuals will continue to be eligible for incremental progression if they are absent due to:

- Disability
- Maternity
- Adoption
- Shared parental leave

The exceptions to receiving incremental progression will be:

- If individuals are subject to an active formal warning relating to conduct or capability
- If individuals have made insufficient progress on mandatory training subject to the following note.

Note: The School will consider each case on its own merit. An individual will not be unreasonably disadvantaged e.g., if there are good reasons for insufficient progress on mandatory training.
Headteachers will need to approve withholding an increment.

Employees will have a right to appeal against the decision to withhold an increment due to insufficient mandatory training. For further information on appeals see the model appeals process in Appendix 3.

4.0 Salary Grades

The School Standards and Framework Act 1998 gave powers to Governing Bodies to set the salaries of all support staff employed within a school. (However, Governing Bodies must adopt one of the Local Authority's recognised pay grades).

It is important that Governing Bodies have a consistent, objective and non-discriminatory way of determining the grades of staff in order that they meet the requirements of the Equal Pay Act. The Local Authority has produced a number of standard job descriptions and recommended grades which schools are

recommended to follow thereby ensuring the Council as a whole can meet its legal requirements. If schools need grading advice on a specific post(s) that has duties and responsibilities which fall outside the standards, please contact the Local Authority's People Advisory Teams for grading advice. Normally a job description and person specification will be required in order to evaluate the value of the job and appropriate pay range and conditions.

HR Employment and payroll services require schools to fully complete their payroll instruction spreadsheets including the appropriate evaluated grade of the post so the correct payment level can be properly applied. If you have difficulties in doing this, please contact HR Employment and payroll services and we will assist you.

4.1 Job evaluation

Job evaluation is used to determine the relative value of roles within the School. Different elements within each role will accrue a number of job evaluation points. The total number of points accrued will determine the relevant grade and salary range for each role.

The Council uses the Greater London Provincial Council (GLPC) and Hay Job Evaluation Schemes. Roles which score 700 or more GLPC points qualify for an evaluation under the Hay Job Evaluation Scheme.

5.0 Other Payments

5.1 Market supplements

In exceptional circumstances the School may pay a market supplement in addition to the salary for the role where, in the absence of such a payment, it would not be possible to recruit and retain suitable employees. The value of the market supplement takes into account the labour market pay information for similar jobs. Any market supplements are reviewed on an annual basis and are varied or cease as necessary according to the labour market evidence for the role in question.

5.2 Premium payments

The standard working week for employees within the scope of this policy statement is 37 hours, worked from Monday to Friday. For some employees who are required to work outside the normal working week a premium payment may be due. The premium payments which may be payable are set out below.

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5.3 Overtime

Overtime is time worked beyond the standard working week (37 hours) which attracts additional payment.

Overtime is only paid in circumstances where it is not practicable to grant compensatory time off in lieu. All paid overtime is subject to authorisation in advance by the relevant manager. Overtime is paid at plain time with the exception of emergency recall to work after midnight which attracts a 50% plusage.

Only employees on Grade 5 or below are eligible for payment for work beyond 37 hours per week.

5.4 Sunday working as part of the normal working week

Sunday working as part of the normal working week attracts a 25% plusage. Only employees on Grade 5 or below are eligible for this plusage. Employees contracted to work only at weekends are paid plain time.

5.5 Night work

Night work on Monday to Friday as part of the normal working week attracts a 25% plusage. Night work at weekends attracts a 50% plusage. Only employees paid on Grade 5 or below are eligible for this plusage.

5.6 Work on public holidays

Work on public holidays attracts a 100% plusage. Only employees paid on Grade 5 or below are eligible for this plusage.

5.7 Standby duty

Employees who undertake standby duty are required to be available to receive and deal with work related issues for a pre-determined period outside normal working hours. Employees who are on standby duty and are paid on Grade 5 or below are eligible for standby payments.

Standby payments will be calculated in relation to the midpoint of the salary range for the relevant “standby role” and according to the rates set out in the table below.

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Period on standby (outside of normal working hours)	Payment rate for each hour on standby
Monday to Friday	14% of standby role hourly rate
Weekends	17% of standby role hourly rate
Bank holidays	20% of standby role hourly rate

5.8 Call out

Call out is the requirement for an employee who is on standby to carry out duties relevant to the standby role during a period of standby duty. It may require the employee to attend their place of work, another location and may include work undertaken from their home.

If an employee is "called out" for less than 15 minutes they will not be paid for call out. However, if an employee is called out on separate occasions within the same shift these can be aggregated to trigger a call out payment, for example if an employee is called out for 10 minutes then returns to standby and is called out for a further 10 minutes they will be entitled to a call out payment in accordance with the following provision.

Call out of between 15 and 30 minutes attracts a payment of half an hour. Call out of between 31 minutes and 60 minutes attracts a payment of one hour. Where the duration of call out is more than 1 hour, payment is rounded up to the nearest half hour.

Payments for call out will be based on the midpoint of the salary range for the relevant standby role and attract any relevant premium in accordance with the 2011 Local Collective Agreement.

Any payments for call out are made in addition to payments for standby.

In exceptional circumstances, subject to consultation with the trade unions, the Council may increase standby payments for particular roles if it would otherwise experience problems operating a critical out of hours' standby rota. Any such arrangements are the subject of an annual review in accordance with the principles of the Council's market supplement policy.

In accordance with the Working Time Regulations, managers will adjust normal working arrangements to ensure required rest time is provided as necessary for employees who have been called out.

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6.0 Allowances:

6.1 Acting up allowances and honorarium

Employees who act up in the absence of more senior employees for a continuous period of at least four weeks are entitled to be paid the salary of the higher graded post (or a proportionate allowance where they are not undertaking the full duties and responsibilities).

Once the qualifying period of four weeks has been satisfied, the higher salary is paid with effect from the first day on which the employee took on the duties and responsibilities of the higher graded post.

Where the preceding circumstances do not apply, an honorarium may be granted (of an amount dependant on the circumstances) at the Council's discretion, to an employee who performs duties outside the scope of his or her post over an extended period, or where the additional duties and responsibilities are exceptionally onerous.

6.2 Pay protection

The Council has a pay protection policy where employment on less favourable terms is offered to an employee as an alternative to redundancy.

An employee's basic pay is protected for up to two years if the reduction in their basic pay does not exceed 17.5%.

If, by accepting alternative employment, the reduction in an employee's basic pay exceeds 17.5%, pay protection is subject to the Governing body and the relevant Headteacher being satisfied that there is some tangible benefit to be gained by the school, for example in circumstances where pay protection would be less costly than an employee's redundancy.

6.3 First aid allowances

Employees designated by the Governing body as recognised first aiders are entitled to a First Aid payment. A payment of £294 per annum is made to full-time employees designated as recognised first aiders provided that they maintain a current First Aid Certificate. In the case of part-time employees, a pro rata payment is made.

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6.4 Removal and separation allowances

In exceptional circumstances for hard to fill posts the Governing body may offer removal and separation allowances to new employees taking up employment with the School. The scheme provides that the school will contribute to the cost of removal of furniture, the cost of legal and estate agent's fees and to the payment of a separation / two homes allowance of up to £75 per week (£100 during the summer) for up to 52 weeks whilst two homes have to be maintained.

6.5 Work base relocation

The nominated work base for a School based employee will be the designated school. However, from time to time because of organisational requirements, employees may have their contracted work-base changed which results in them incurring additional expenditure.

Where an employee's contracted work-base is changed by organisational circumstances beyond their control, they are eligible to receive an allowance equal to the difference between the costs of travelling from their home to their new work-base and from their home to their old work-base.

Authorised excess travel costs are reimbursed from the date of the work base move for up to 12 months and may include travel by private vehicle or public transport in accordance with the business travel and expenses policy set out below.

6.6 Business travel and expenses

Where employees are required to travel in the course of their duties, they are expected to determine the most appropriate form of transport taking into account the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If public transport is used the cheapest travelling fare should be chosen, for example a monthly or annual season ticket. It is the Governing bodies policy not to pay for first class travel.

6.7 Mileage allowances

The Governing body will decide the level of allowance it will pay to school based staff who are required to use their vehicle on school business.

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6.8 Subsistence payments

Employees may claim reimbursement of reasonable additional expenditure actually incurred whilst they are away from their normal place of work and unable to follow their usual arrangements.

Such claims will normally be paid only in circumstances where employees are required to travel out of Cornwall and incur an overnight stay. Exceptionally, where it is agreed that the out of Cornwall journey will be made in a single day and this involves the working day starting before 8am and finishing after 8pm, claims for reasonable reimbursement for lunch and an evening meal are permitted.

Reimbursement of all claims will only be paid on submission of a receipt for the expenditure incurred.

In exceptional circumstances, and where authorisation is given to an individual employee by their manager, reasonable additional expenditure supported by a receipt may be payable.

7.0 Consultation and engagement

The recognised trade unions representing the relevant employees within the scope of this pay policy statement have been consulted on the statement.

8.0 Communicating the policy

The School will publish its pay policy statement on its website.

9.0 Changes to the policy

The Governing body may at any time by resolution of the full Governing body amend this pay policy statement.

Those staff employed as support staff in Trust Schools or Academies, are subject to their Governing Bodies resolving to adopt this policy or renegotiate it with the recognised unions.

Prepared by

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(Revised March 2026)

If you would like this information in another format please contact:

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If you have any questions please, contact the HR Helpdesk on hrhelpdesk@cornwall.gov.uk or call on 01872 323500 option 5.
Please consider the environment. Only print this document if it cannot be sent electronically.

Information Classification: CONTROLLED

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Appendix 1 - Cornwall Council pay scales 2026/27 (Grades 1 to 8 only)

Green Book Pay Scales (including LA maintained schools) with effect from 1 April 2026

Grade	Min JE Points	Max JE Points	Min of pay range	Maximum of pay range	Number of increments in pay range	1	2	3	4	5	6	7	8
8	Hay 460	Hay 608	£90,450	£126,844	8	£90,450	£94,914	£99,601	£104,526	£109,701	£115,136	£120,845	£126,844
7	Hay 350	Hay 400	£66,911	£90,449	8	£66,911	£69,844	£72,910	£76,113	£79,463	£82,965	£86,624	£90,449
6	667+	Hay 304	£55,273	£66,910	6	£55,273	£57,418	£59,653	£61,977	£64,395	£66,910	-	-
5	581	666	£46,356	£55,272	6	£46,356	£47,995	£49,698	£51,470	£53,311	£55,272	-	-
4	505	580	£39,160	£46,355	6	£39,160	£40,491	£41,873	£43,310	£44,803	£46,355	-	-
3	425	504	£31,870	£39,159	6	£31,870	£33,190	£34,576	£36,030	£37,557	£39,159	-	-
2	360	424	£26,597	£31,869	6	£26,597	£27,561	£28,567	£29,619	£30,720	£31,869	-	-
1	198	359	£25,947	£26,596	4	£25,947	£25,947	£25,947	£26,596	-	-	-	-

To establish the annual salary for a full-time employee contracted for 37 hours per week, multiply the hourly rate by 1929.18

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Appendix 2

Statutory National Minimum Wage rates:

	Hourly rate (£)
	April 2026
Aged 21 or over	12.71
Aged 18 or over, but under 21	10.85
Aged under 18	8.00
Apprentice in first year of employment	8.00
Apprentice after first year of employment and aged 19 or over	National Minimum Wage for their age

(To establish the annual salary for a full-time employee contracted for 37 hours per week, multiply the hourly rate by 1929.18)

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Appendix 3

Model Appeals Process – Salary Progression (Mandatory Training)

Employees may appeal against the decision to withhold incremental progression due to insufficient progress on mandatory training, if one or more of the following apply:

- There are potentially justifiable reasons why mandatory training has not been completed.
- The decision to withhold an increment is unreasonable given the circumstances.

The appeal window will be between the 1 and 20 November. An appeal received after this period will be regarded as being out of time unless there is a substantial reason why submitting an appeal in these timescales was not practically possible.

Employees must submit their appeal in writing using the appeal form provided below, setting out the grounds for their appeal. The appeal form also contains a section for the Headteacher to complete before it is submitted to the appropriate Governing Body who will hear the appeal.

Appeals will be undertaken and concluded at the earliest opportunity, but no later than 20 December.

The appeal panel should comprise of not less than two members of the Governing Body. The Headteacher of the school shall not be a member of the appeal panel but may be required to attend the meeting and answer questions put by the panel.

The appeal panel will consider any appeal made by the employee(s) and/or their representative(s). These representations may be made orally and/or in writing and the employee(s) and their representative(s) have the right to choose whether or not to attend the meeting.

Normally the Headteacher will be invited to attend this meeting to explain how they reached the decision to withhold incremental progression.

The appeal panel must consider the information presented to it at the meeting and decide whether to uphold the appeal or not. The decision of the appeal panel will be confirmed in writing to the employee within **10 school days**.

If the appeal is upheld, the employment strategy team will need to be informed so they can inform payroll to pay the increment, and any backpay owed.

Model Appeal Form – Salary Progression (Mandatory Training)

Please use this form if you are an employee wishing to appeal against the decision to withhold an increment due to insufficient mandatory training.

Employee Details

Name	**Role title**
School	**Assignment Number** **(6-digit number found on your payslip)**
Email Address (please note that this should be your work email address unless there are exceptional circumstances):	

Mandatory Training

Please list the mandatory training modules that were not completed and the training due dates:

Please give the reasons why you were unable to complete the mandatory training modules by the due dates:

Please explain why you disagree with the decision to withhold an increment:

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Please add any other information you consider relevant:

Headteacher

Headteacher response:

STATEMENT (Employee):

I accept that this form and any additional information provided to support my appeal may need to be shared with other parties in order for the matter to be fully investigated.

Employee name……

Employee signature ……..Date……..

Headteacher name……

Headteacher signature……..Date……

Please submit this appeal form to the appropriate Governing Body unless otherwise notified. This can be done through your Headteacher.