



Pay: A statement of policy.

This policy will be reviewed on an annual basis

Purpose:

- 1.To provide a framework for decision making by the Trustees in relation to staff pay and remuneration.
- 2.To maximise the quality of care and learning.
- 3.To support recruitment, retention and motivation.
- 4.To ensure objectivity, transparency, equality and consistency in relation to pay and remuneration.
- 5.To ensure that Pippins Pre School remains within a balanced budget.

Statement of intent:

- In making decisions Trustees will comply with all the relevant national employment and equality legislation.
- Decision making processes will comply with the Trust's policy on pay.
- The decision making process will be transparent, objective, honest and fair.
- The Trustees will review the pay policy and staff pay annually.
- The Trustees will request advice and recommendations from the Pippins Pre School Manager in relation to the pay budget and staff remuneration.
- The base for deciding pay will be the National Living Wage for regular staff and the Apprentice Wage Scheme for apprentices.
- The Trustees will determine the annual pay budget.
- No Trustee who is also a member of staff/employee of Pippins Pre school will take part in any Trust discussions related to staff remuneration in which they have a personal interest.
- The Trustees will agree a pay structure which recognises responsibility, rewards qualifications and motivates staff to progress.
- Trustees will ensure that when adjusting pay and remuneration, levels of differentiation are maintained.
- Pay upon commencement at Pippins Pre School will take into account the responsibilities of the job, the qualifications of the employee and that person's degree of experience in similar settings.
- Employees may request a review of their pay at any time. A panel of three Trustees, not including the Chair, will review the request within 10 working days of receiving the request and will reply to the employee within 15 working days of the lodging of the request. The panel will take advice and recommendation from the Manager.

- Employees may appeal against the decision of the Trustees with regard to their level of pay. The Chair of the Trustees accompanied by two Trustees not involved in any earlier review will hear the appeal within 10 working days, and will reply to the employee within 15 working days of the lodging of the appeal.

Guidance:

Posts of responsibility and roles requiring differentiated levels of pay:

Manager. Deputy Manager. KSC Assistant Manager. Pre School Assistant Manager. Room / Team Leader. Nursery Nurse. Nursery Assistant.

Qualifications:

BTEC or NVQ from level 1 to level 5 (degree level) in a relevant discipline.

Level 1 is regarded as "unqualified", Level 2 and above is regarded as "qualified".

"Experienced" is regarded as having at least two years experience in a relevant setting. A suitably experienced, but unqualified employee will be regarded as at Level 2 for pay purposes.

National Wage Policy : April 2020 - April 2021

Apprentice under 19 or over 19 but in first year of apprenticeship: £4:15 ph.

Apprentice over 19 and in second + year : £7:70 up to £8:20 ph.

National Minimum Wage: Under 18 £4:55 ph.

18 to 20 £6:45 ph

21 to 24 £8:20 ph.

25+ National Living Wage : £8:72 ph.

This policy was adopted at a meeting of Pippins Pre-school & nursery

Held on Wednesday 20th October 2021

Signed on behalf of the Management Trustee Director

Role of signatory (e.g. Chairperson etc.)



21/10/21

Chairperson

Commenced 2020- reviewed 20.10.2021