



Conditions of Service for Associate Staff

Policy Number: -

Responsibilities

Policy Owner: Headmaster

Policy Overview: Head of HR

Governors Committee: Staff Pay and Performance Committee

Audit Control

Replaces: 1.2

Date of last review: September 2025

Date of next review: September 2026

Review cycle: Annually or in accordance with legislation

Version: 1.3

Statutory Policy: Yes

Document Control and Approval

Version Control

Version	Author	Summary of Changes	Reviewed By	Date
1.0	CMo	Original Policy	N/A	March 2017
1.1	HTh	Amendment to ToIL and overtime sections to clarify process and entitlement.	CMo / CWo	December 2023
1.2	CMo	Amendment to incremental progression section.	CWo	November 2024
1.3	CMo	Updated Christmas closure information. Amendment to annual leave booking process.	HTh	September 2025

Linked Policies

Policy	Location
Green Book	Reading School Staff Teams – HR Channel
Sickness Absence and Capability Policy	Reading School Staff Teams Policies Folder
Whistleblowing Policy	Reading School Staff Teams Policies Folder
Pay Policy	Reading School Staff Teams Policies Folder
Leave of Absence Policy	Reading School Staff Teams Policies Folder

Other Documents

Policy	Location
Associate Staff Pay Scales	Reading School Staff Teams – HR Channel

General Information

Appointment is subject to the Conditions of Service of the National Joint Council for Local Government Services (Green Book) as supplemented by the Reading School locally negotiated conditions of employment.

The terms and conditions of employment will be those specified in the advertisement and associated correspondence. These terms and conditions will be stated in the contract of employment, however, the following summarises several key points.

These conditions were implemented as part of the Associate Staff pay review outcomes on 1st April 2010. They will periodically be reviewed against the latest version of the Green Book.

Governance

The Governing Body, as employer, is responsible for appointing school employees and determining the staffing structure and the nature of posts within the school.

Equal Opportunities

Reading School has a policy on equal opportunities that promotes the elimination of discrimination and complies with all relevant legislation, Codes of Practice and European Directives. A copy of the policy is available from the school.

Pay Scales

Reading School operates a range of Pay Bands based on the NJC scales (see attached schedule). Each job description has been evaluated and placed in the appropriate band to ensure equal pay for work of equal value. Reading School pay bands are regularly bench marked against other schools.

The Governors have the discretion to evaluate jobs in excess of these scales and to offer an appropriate salary. Posts paid above the maximum of the pay spine are within scope of the NJC and the Green Book. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

Incremental Progression

The Pay and Grading Agreement provides for all staff to receive one increment per year within their pay band. Subject to satisfactory performance, a member of support staff will move one point on their pay grade on 1st April each year until the gateway point is reached (see the Associate Staff Pay

Reading School: Conditions of Service for Associate Staff

Scales document). Progression through the gateway to the top of scale is subject to either an agreed substantial increase in responsibilities or to reward exceptional performance.

Recommendations for progression through the gateway will arise from the annual appraisal process and will be considered by the Staff Pay and Performance Committee of the Governing Body.

There will be no incremental pay increase until the April following six months' full employment at Reading School. This effectively means employees who join or are regraded before 1 October will receive an incremental pay increase in the following April. In all cases, there will be no incremental progression beyond the evaluated grade of the post.

The Governing Body may withhold an annual increment if it determines that the performance during the preceding period was unsatisfactory. An increment will be withheld only when the member of staff has been notified previously in writing of perceived failings and their performance has remained unsatisfactory. This action will be taken only if the individual has been subject to the Capability Procedure adopted by the Governing Body. Where an individual has been notified that his/her service has not been satisfactory, the Governing Body may nevertheless determine subsequently that an increment should be awarded in respect of that period. The Governing Body has the discretion to accelerate a member of staff along their particular scale based upon special merit or ability.

Pay and Determination

In order to apply a consistent approach to the determination of salaries, the Staff Pay and Performance Committee of the Governing Body will review changes and additions to Associate Staff responsibilities and job descriptions on an annual basis to ensure that the appropriate grade is determined for each member of staff.

Hours of Work

The standard full-time working week is 37 hours. If a member of staff is required to work more or less than the full-time hours for the post, this will be stated in the job advertisement. Some posts available in schools are for less than 52 weeks per year (e.g. term time only (38 weeks)). The number of weeks per year you are required to work will be stated in your contract.

Overtime

Unless otherwise built into the contract of employment, staff who are paid at or below RS04 Point 22 on the Reading School Associate Staff pay scale, and who are required to occasionally work hours in addition to the full-time working week (37 hours per week) will be entitled to an enhanced rate of pay.

Reading School: Conditions of Service for Associate Staff

Mondays – Saturdays: Time and a half

Sundays and Bank holidays: Double time

Overtime is worked at the request of the employer, subject to the agreement of the employee.

As per the Working Time Regulations 1998 (WTR), employees are allowed to work a maximum of 48 hours in one working week.

Staff who work less than 37 hours per week will be paid standard rate up to 37 hours. Once they have worked over the 37 hours, they will qualify for the enhanced rates of pay.

* Note that this rate applies only to staff who do not normally work on a Saturday or Sunday. Those staff who normally work on a Saturday or Sunday should refer to the Green Book and their employment contract.

Time off in Lieu

There may be occasional times when an employee is asked to work extra hours, for instance, to help at an open evening or an event. In this instance, Time off in Lieu (TOIL) may be offered with advance agreement with the line manager. TOIL cannot be taken for accrued time built up without prior permission of the line manager. TOIL will be equal to the amount of time worked, e.g. four extra hours agreed working time will become 4 hours TOIL to taken.

TOIL should be taken the month directly after it was accumulated.

Annual Leave Provision

With effect from 1 April 2023, Associate Staff are entitled to a minimum of 29 days paid annual leave (pro rata for part time employees) increasing to 31 days after 5 years' service, with an additional 8 days for bank holidays (pro rata for part-time employees). Staff employed for less than 52 weeks do not get an annual leave entitlement but are paid in lieu of such. These staff, unless specified in their contract, should not take leave during term time. It is expected that no employee will take more than 10 days consecutive annual leave unless permission has been granted by the Headmaster. Annual Leave requests must be submitted on Bromcom and approved by the line manager. Those staff on 52-week contracts are able to carry a maximum of 5 days annual leave over to the following year.

The school will be closed every year from 24 December until 1 January for all staff (Teachers and Associate Staff). No staff are expected to work during this period of closure and the buildings will be locked. Any member of Associate Staff on a 52-week contract will then need to take annual leave if they wish to book any further time off before or after the Christmas break.

Authorised Leave of Absence

The school has a policy on Authorised Leave of Absence. This covers statutory entitlements and also discretionary leave of absence which is subject to the approval of the Headmaster. A copy of the policy is available from the school.

Sickness Absence

The school has a policy on sickness absence. Associate Staff have an entitlement to sickness pay in accordance with the Green Book:

During 1st year of service 1 month's full pay and (after completing 4 months service) 2 months half pay.

During 2nd year of service: 2 months full pay and 2 months half pay

During 3rd year of service: 4 months full pay and 4 months half pay

During 4th and 5th year of service: 5 months full pay and 5 months half pay

After 5 years' service: 6 months full pay and 6 months half pay

The School has the discretion to extend the period of sick pay in exceptional cases.

The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

Local Government Pension Scheme

Employees aged 75 and under are eligible to join the Local Government Pension Scheme. All employees automatically join the Local Government Pension Scheme, other than casual or relief staff. However, there is the right to opt out. All employees in the Local Government Pension Scheme pay contributions between 5.5% to 12.5%, based upon the full time equivalent of pensionable pay.

Notice

The following periods of notice are applicable to the employee unless agreed otherwise:

RS01 – RS03: One calendar month

RS04 – CDIR: Two calendar months

Health and Safety at Work

The Governing Body of the school recognises its duty and responsibility to provide and maintain a safe and healthy environment for all its employees. As an employee you would have a personal responsibility to take care of your own health and safety, as well as that of colleagues, pupils and other people you come into contact with at work.

No Smoking Policy

The school operates a no smoking policy. All employees are required to comply.

Medical Questionnaire

All appointments are subject to medical clearance. If you are successful at interview, you will be asked to complete a confidential medical questionnaire.

Criminal Background Check

All posts in schools are subject to a satisfactory Enhanced DBS check. Staff successful at interview will be asked to complete the relevant clearance disclosure form. A complete list of checks completed during the recruitment process can be found in the [Staff Safer Recruitment Policy](#).