



Bizzy Bees Pre-School CIO
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Charity Number: 1172751
Ofsted: EY556019

11.6 Staff pay policy

This document sets out, in summary, Bizzy Bees Pre-School CIO's approach to pay.

Pay reviews

Bizzy Bees Pre-School reviews the pay of its employees on an annual basis. A pay review does not, however, guarantee that any increase will be implemented. Any increases to pay are entirely at the discretion of the setting.

Any pay increase will normally be paid in the April payroll run. If the pay award is implemented after the first day of April, increases are backdated to April.

The annual pay review process is normally based on the following:

- company performance
- adherence to the national living/minimum wage
- adherence to the voluntary living wage
- Consumer Price Index

Key principles

The setting's key principles when reviewing and applying pay increases are:

1. to pay employees at a level that allows the setting to remain sustainable in a difficult and unpredictable economic climate, whilst also taking into account specific strategic requirements and key market rate factors where relevant
2. to ensure that total remuneration (salary and benefits e.g. pension) are appropriately aligned with the external job market so that Bizzy Bees Pre-School can recruit and retain people with the right skills
3. to effectively consider other aspects of employee benefits (pay, benefits, training and development, career progression, work-life balance, etc.) to attract, engage and retain the right talent
4. to gather and consider data on external market pay rates and percentage increases
5. to ensure a fair and consistent approach to remuneration of employees, both in terms of basic pay and other payments
6. to promote an equal pay agenda by ensuring that pay systems meet legislative requirements
7. to consider the impact of previous pay awards and bonuses on the setting's performance, recruitment and retention of employees
8. to assess the impact of any proposed increase prior to implementation and agreement
9. to recognise that pay freezes may be necessary to keep overall wage costs frozen at existing levels during periods of financial difficulty.

Starting Pay

Employee will be placed on a pay based on their level of qualifications in the different bands listed below except the manager/deputy/Admin whose pay is based on role.



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- Band 1 - Unqualified/ Level 1
 - Band 2 - Level 2
 - Band 3 - Level 3/ level 4/ level 5/Level 6/Early years teacher status

Staff on zero hrs contract will be paid per their qualification level as above.

Pay Progression based on Qualification

Employees will move to the next band of pay when a new qualification has been obtained, all appropriate paper work e.g. certificate and all other conditions of that qualification level have been met and provided to the manager. The time point this pay increase will be effective from will be agreed with the manager/committee who will ensure the funds are available for this pay increase prior to implementation. For example the next academic term.

Bonus payment

In addition to an increase to salary, employees and workers may be eligible to a cash bonus which is discretionary and linked to company's performance. The value of the bonus is determined by:

- Company performance
- Role & pro-rata based on hours worked i.e. 100% for full time employee

Bonus amounts are reviewed each year. A bonus amount review does not, however, guarantee that any bonuses will be implemented as any bonus allocation is entirely at the discretion of setting.

Any bonus payment is subject to income tax deductions.

Bonuses do not count for pension purposes. It is also not counted towards the employer contributions to pension. If a member of staff does not want to receive their bonus they must put this in writing to their Line Manager.

Acting up allowances

Where an employee covers the full range of duties of a post on a higher pay e.g. manager/deputy, for a period of 6 weeks or more, the setting will pay that employee an acting up allowance, so that this temporary pay is at the rate of the higher post.

Benefits

The setting currently provides the following benefits:

- Employer pension
- Enhanced sick pay