



Ministerium Tuum Imple | Love | Serve | Do the best that is possible

Employee Benefits

Philosophy

“...do not merely look out for your own personal interests, but also for the interests of others”
Philippians 2:4

St. Paul's Catholic School prides itself as an employer of choice. We are a unique organisation which embeds our Christian values in our colleagues and pupils. This document has been produced to indicate the various benefits you will // can / do receive as an employee.

Financial Planning

Pension

When you commence your employment at St. Paul's Catholic School you are automatically enrolled onto a pension scheme. We operate two schemes:

Teachers' Pension (TPS)

As a qualified and registered teacher you are entitled to be a member of the Teacher Pension Scheme. This pension scheme is available within professional bodies, this scheme operates a 'sliding scale' contribution system which means on average 28.6% of your salary is paid by the school, as your employer, into your personal pension scheme.

Local Government Pension (LGPS)

As a support team member you are entitled to be a member of the Local Government Pension Scheme. Here at St. Paul's Catholic School you are registered with Bucks Pension. Local Government Pensions continue to be arguably one of the most comprehensive and financially beneficial pension schemes in the country. On average 20.1% of your salary is paid by the school, as your employer, into your personal pension scheme.

There is a lot of information available to colleagues who wish to find out more about either of these pensions. In the first instance please contact our Payroll team, located in the Finance Office who will be able to provide you with initial information and contact details for both schemes for the more individual and in-depth enquiries.

The school advises people to seek independent pension advice when considering the benefits of these schemes for their own circumstances.

Incremental Pay Progression for support staff

St. Paul's Catholic School has a structured salary range system which aligns to the National Joint Council (NJC) Payscale. Our ranges reflect a thorough Job Evaluation process. We regularly review our ranges with local secondary Schools and the Local Authority to ensure we continue to employ colleagues to deliver roles within St. Paul's at competitive salaries.

Most staff are initially employed at the lower point of a salary range and subject to satisfactory performance movement is made annually through the progression points (following a probationary period and at least 12 months initial service).

Living Wage Foundation - Support Staff

St. Paul's Catholic School are proud to be able to publicise that we operate within the Living Wage Foundation allowance. This differs from the national branding of minimum wage to living wage (April 2016). As one of the first schools in the area to adopt this employer voluntary payment scheme we have been reflecting the Living Wage in our support staff salary ranges since 2013.

Life Assurance Scheme

All staff members enrolled in either TPS or LGPS pension schemes are provided with a death in service grant. Further details must be requested by an individual staff member directly with the relevant pension service. Notification of your next in kin is required for each pension scheme.

Health & Well Being

On-site Health & Medical Professionals

Each employee has access to our on-site health & medical professionals located in F101. Primarily employed to support our Pupils, our qualified and experienced staff are able to provide any employees with easy accessible medical advice and guidance. This is a significant benefit to all our employees.

24hr Health & Medical Information Service

This independent service has been arranged through the school's insurance policy with DAS. It offers a confidential service providing information to staff members and their family members on general health issues and advice on a wide variety of medical matters. It can provide information on what health services are available in the local area, including local NHS dentists. It provides direct access to qualified GP's and is available 24 hours a days, seven days a week and 365 days a year. To access the service staff members must call 0117 933 0687 quoting policy number 202604.

On-site Counsellor

St. Paul's Catholic School employs a qualified Level 4 Counsellor. This colleague is employed to support our pupils in their lives and is also available to staff members who believe they would benefit from this support. For more information of this service in how to access support please contact our School Counsellor directly which is located in S Block.

24hr Counselling Helpline

This independent service has been arranged through the school's insurance policy with DAS. It offers a confidential counselling telephone helpline which is available to staff members and their family members aged 18 or over, who permanently live with a staff colleague, whenever you need to talk in confidence about a worrying issue.

Where appropriate you may be referred to relevant voluntary or professional services. You will, however, have to pay any costs for using the services which you are referred. To access the service staff members must call 0117 933 0687 quoting policy number 202604.

Menopause Café

Every half term the medical team facilitate a gathering for colleagues experiencing, living with or heading into Menopause. This creates the opportunity for colleagues to meet collectively and discuss support mechanisms and share experiences of the menopause over a coffee. The Group are always seeking Menopause champions, if you are interested please contact the Senior Health & Medical Professional directly.

Staff Football, Golf & Fitness

We are fortunate to have a number of staff colleagues who periodically arrange staff fitness groups, golf and football sessions outside the school day. For more information please contact reception.

Refreshments

Each department is provided access to a free supply of tea, coffee, sugar and milk as well as cold drinking water. Orders for departments are to be made in advance to the Catering Department.

Welfare Meetings

Welfare meetings are held with employees in the event of a specific medical situation, following a disclosure on an employment questionnaire or at the request of an employee. These informal management meetings are held to uphold our duty of care to our employees to help us support colleagues fully whilst employed.

Work Based Support

On-site Payroll

St. Paul's Catholic School are pleased to be able to offer an in-house payroll provision to each of our 300+ colleagues. This enables each member of staff to have full access to payroll support for any queries you may have.

Payroll Portal

Our Payroll Portal provides colleagues with a paperless system for all their payroll documentation including payslips and P60's. This enables all colleagues to have direct access to their pay documents 24 hours a day, 7 days a week.

Low Rent Accommodation

For new teachers moving into or starting their career in Milton Keynes we manage four, one bedroom flats in Greenleys. The flats are owned by Milton Keynes Council and on their behalf we are the Property Manager. They are well maintained, unfurnished flats which are available for short term rent. For more information please contact our Recruitment Manager.

Eye Care Voucher

For colleagues who spend the majority of their working time using Visual Display Equipment, we are able to provide an eye care voucher for SpecSavers which enables you to access a free eye test and a financial contribution towards a pair of glasses. Further details can be obtained from the finance department.

Work Station Assessments

Any member of staff can request a work-station assessment which are generally undertaken by our senior health & medical professional. Their purpose is to ensure that if you are operating at a regular work-station it best suits your health and to make recommendations if specialist equipment is required dependent on your own medical needs.

Free Car Park

Unlike many companies in the local area we have three FREE car parks for our staff and visitors. Each of them are located conveniently to access points to our buildings across the site.

Increased Holiday Entitlement / Pay

Support staff colleagues are given 4 additional days holiday following 5 years continuous service with St. Paul's Catholic School. These days are given as annual leave entitlement for those employed on a 52 week contract. All other support staff colleagues receive this increase in holiday as a pro-rata amount in their salary.

The school adheres to the Green Book and will update this in line with any changes nationally agreed.

Qualification Support

Any member of staff can apply for financial or paid study time to undertake job-related courses. The qualification must have a direct benefit to the role for which you hold at St. Paul's, and the potential impact of your completion of the course must be supported by your Head of Department and Head of Faculty.

Submissions for support must be provided through the DDP process for consideration. It is usual that if financial support is approved, the school shall contribute up to 50% of course fees and some paid study time. If approved, a formal agreement shall be produced to confirm the terms of the support and this often includes a request for a colleague to remain in the employment of St. Paul's for at least two years post successful completion of the course, subject to the staffing structure.

Each request is reviewed on an individual basis and assessed against business need, impact and financial viability. Final, formal approval is issued by the Headteacher.

Notes of Appreciation

The school has an established system of appreciation whereby any colleague can complete a note of appreciation and issue it to any colleague within the staff team at any time.

Teacher Loadings

As a school we value our duty of care role to all employees. This is demonstrated in a number of ways including manageable loadings for all teaching colleagues in comparison to some other local schools. A main scale teacher currently has a loading of 30 / 36 with all other roles reflected accordingly. We also try to ensure we allocate a reduced directed time load against the nationally agreed hours. We are pleased to confirm that during the 2024 / 25 academic year, directed time allocations are again, less than 1265. We firmly believe that these measures, support our colleagues within the workplace and enable them to provide the high expectations we have for teaching and learning at St. Paul's.

Associate Leadership

Every academic year we provide up to two Associate Leadership Group vacancies to any member of the staff team. Colleagues have to prepare and submit a proposal to deliver a

whole school strategic initiative / project. The successful projects are supported and the member(s) of staff become associate leadership group colleagues for the academic year. This opportunity is awarded with no additional time or finance however, it provides a great career and progression opportunity for aspiring senior leaders

20 Years' Service

We are very fortunate to have had a number of colleagues work with us for many years. In recognition of this, we formally celebrate those who have completed 20 years' service and award vouchers as a small appreciation for the support and dedication colleagues have brought to our school community.

Social

Termly Staff Lunches

The Catering Department provide termly staff lunches and meals on staff training days. These lunches are free of charge and are provided as a small thank you to all colleagues. We make sure all colleagues are invited to enjoy this food and have the chance to spend time with other colleagues including our Catering Staff and part time colleagues such as Exam Invigilators. Special dietary requirements can be accommodated by speaking in advance to our Catering Manager.

Staff Committee

The staff body of the School have, over the years, developed an effective and enjoyable staff committee. Throughout the year they organise a number of events open to all colleagues. The School itself ensures it financially supports the committee when possible. The Committee are always looking for volunteers to support them in the organisation of events. If you are interested in joining the committee please contact Reception who will be able to point you in the right direction.

Family Time

We are proud to promote our support to employees via TOIL / Pay Back system. St. Paul's recognises and celebrates the importance of family life and we appreciate that one off events such as children's nativities, sports days and graduations are precious times. In line with our Leave of Absence Policy we do our utmost to enable our colleagues to attend these events and manage this support by agreeing in advance time owed back to the school. Each request is to be formally requested at least two weeks in advance and its authorisation is at the discretion of the Headteacher.

You've Been 'Mugged'

Implemented by the staff body this has become an established 'thank you' service in our school. A Mug, filled with little treats are given anonymously to staff colleagues as a mark of appreciation for their support as a colleague. The Mug is then re-filled and given to another unexpected colleague.

Recommend a Friend Scheme

Any colleague who recommends a friend to apply for a valid and vacant position at school shall receive £250 following the successful appointment and probationary period of the new employee. Terms and conditions apply, please speak with the Recruitment Manager for further information.