



Ashperton Primary Academy Trust

Support Staff Pay Policy and Procedures

HR11

Last amended 23rd September 2026

Policy lifespan: 3 years. Next full review 22nd September 2029.

Statement of intent

Ashperton Primary Academy Trust (APA) understands that a fair and transparent policy is needed to establish the pay structure of support staff who work at Ashperton.

As a result, APA has developed this policy to ensure that all members of support staff are aware of the basis on which APA determines pay for support staff, the process for annual pay reviews and progression, and the process for addressing any grievances support staff may have concerning their pay.

This policy aims to:

- Provide transparency and clarity on pay for support staff
- Ensure that all staff are suitably rewarded for their contributions
- Ensure that all staff are highly motivated, well-supported and likely to remain with APA
- Support recruitment and retention, and reward support staff appropriately
- Ensure accountability, transparency, objectivity and equality of opportunity

Use of the term “**support staff**” within this policy adheres to that defined in The School Staffing (England) Regulations 2009 as any member of APA’s staff other than a teacher. Pay policy and procedures for teaching staff are determined under the Teachers’ Pay Policy.

To that effect, this policy has restricted access, HR11 Support Staff Pay Policy (Full Version) can be obtained on request for appropriate persons from the Headteacher and is the full and unabridged version as ratified and adopted by the APA Trust Board.