Central Staff Pay Policy

Document date: September 2026



Version	Date

Together, pursuing life in all its fullness

V1	July 2021	Camillia Salter, Head of HR	Initial Issue
V1.1	Sept 2022	Camillia Salter, Head of HR	Updates for 2022
V1.2	Sept 2023	As above	Policy date extended
V1.3	June 2025	Claire Freeman, Head of People	Updated for 2025
V1.4	Sept 2026	Claire Freeman, Head of People	Updated for 2026

Review frequency	Annual
Review date	September 2027
Ratified by	Board
Date of ratification	October 2026
Lead/owner	Head of People
Target audience	Staff
Document reference	POL-HR03

The electronic version is the definitive version of this document.

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Appendix 1 – Central Staff Pay Groups

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Scope

This Policy applies to all Central Staff with the exception of the Chief Executive (CEO) and Trust Leadership Team (TLT) where a separate policy applies. This policy should be read in conjunction with the Support Staff Capability Policy and Procedure.

1. The Diocese of Coventry Multi Academy Trust (Trust) Objective and Vision

1.1 To advance for the public benefit education in the United Kingdom.

1.2 Together, pursuing life in all its fullness. Building a better future for all within our academies, who in turn will positively impact their communities.

1.3 To deliver this vision, The Trust aims to attract, retain, develop, and reward outstanding leaders, teachers and support staff to its academies and central teams.

1.4 In specifically considering Central Staff salaries, we want to build on our good reputation and become an outstanding employer in the local communities that we serve. Our reward and benefit strategy will aim to reflect this goal.

1.5 The Diocese of Coventry Multi Academy Trust will therefore seek to reward its Central Staff:

a) In a fair way based on transparent policies;
b) At competitive market rates to recruit and retain outstanding staff;
c) At levels which are affordable within the funding available to The Trust;
d) In a way which inspires the raising of professional standards;

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2. Central Staff Salary Groups

2.1 Central Staff salaries work within a structure compromising of five staff groups. Each group has a defined salary range and roles are positioned in the appropriate group using a job mapping process carried out by a senior member of the HR team and the senior leader of the function/team.

2.2 The current staff groups and pay ranges are attached in appendix 1.

2.3 The Trust aims to reward individuals at the appropriate point in each pay range depending on their level of experience, skills, contribution and market pay factors. As a general guide, individuals would start at the lower end of the pay range on appointment. At the upper level of the range, individuals will have significant experience either in the Trust or from outside (normally within the sector) and and/or will have demonstrated exceptional performance in role year on year.

2.4 In very exceptional cases, the CEO, in discussion with the moderation panel (see 7. below) has the discretion to pay outside of the upper pay range.

3. Recruitment and Salary on Appointment

3.1 Recruitment of Central staff roles will typically be recruited via an open advert in the relevant media outlets, as well as internally. Please refer to the Trust's Safer Recruitment and Employment Model Policy on advertising.

3.2 The starting salary will be determined by the relevant member of the Trust Leadership Team for that function, who will:

a) Consider the nature and breadth of the role within the Diocese of Coventry Multi Academy Trust;

b) Review where the role sits in the Central Staff Salary Group pay range in consultation with the HR team;

c) Consider the individual's prior experience, skills, qualification as relevant to the role with the Trust and will be within the advertised salary banding;

d) Make decisions which are affordable.

3.3 The benefits package applicable to Central Staff will be consistent across teams, with any exceptions discussed with the CEO and Head of People. Staff will therefore be entitled to 29 days annual leave (pro rata for part time staff), in addition to public holidays and 3 closure days between Christmas and New Year. As with other roles in the Trust, requests for flexibility in working arrangements will be considered positively, consistent with business need and in compliance with the Trust's Policy and government legislation on Flexible Working.

4. Pensions

4.1 The management of pensions for members of the Central team will be based on the type of role they are employed to do, and mainly means that staff will be offered either:

a) Membership of the Local Government Pension Scheme with employer and employee contributions being set by Warwickshire Pension fund following triennial reviews.

b) Where a role is actively engaged in the academic side of academies and is responsible for educational leadership, the assessment and reporting of the development and progress of pupils, that role may be eligible for enrolment in the Teachers' Pension Scheme (TPS). Both the employee and employer contribution rates are paid in accordance with TPS published rates. Legal advice may be sought where there is a lack of a clarity on whether membership to the TPS is appropriate.

5. General Pay Award (Cost of Living)

5.1 A general pay review (cost of living pay award) for all staff in the trust is undertaken on an annual basis, usually in the autumn term and backdated to 1st September. The Trust Leadership Team, via the Head of People, develops pay setting frameworks such as this policy, which are recommended to People & Pay

Committee for onward approval by the Board. The CEO makes the final decision on pay for Central Staff in line with this policy.

5.2 No individual subject to pay protection is eligible for the general pay award for that period of time.

6. Individual Pay Reviews

6.1 The individual pay of Central staff will be reviewed in the autumn term each year, with any pay awards backdated to 1st September. Decisions on individual pay awards beyond the application of the general cost of living pay award will be made by the CEO and reported to the People & Pay Committee.

6.2 Prior to individual salary reviews, the Head of People will provide each Trust Leadership Team member with the relevant job mapping information, and any updated benchmarking information, including external salary survey data.

6.3 Central staff are required to participate in the annual performance review process set out in the Performance Development Policy.

6.4 The recommendations and decisions as to whether to make an award and the size of any award will consider:

a) Whether an individual has reached the top of a pay group banding, at which point further pay increases are not available;
b) Market pay factors, including specific cases made by the head of the relevant function and;
c) The level of pay progression applied to the wider Trust's support staff via incremental progression
d) Affordability.

6.5 An award can be consolidated or non-consolidated or a combination of the two. Both consolidated and non-consolidated awards will be subject to tax and other relevant deductions.

6.6. No individual subject to a formal capability is eligible for the individual pay award. Where an individual is no longer subject to this formal process, a review of the decision on pay progression will be made by the senior leader and Head of People on the appropriateness of making an award that year.

7. Progression through the Salary Groups

7.1 On joining the central team individuals are recruited to a specific post. Each post has been allocated a salary range within the salary groupings and will remain in the salary grouping unless there has been a significant change which results in

regrading of the role as recommended by the senior leader and Head of People and signed off by the CEO.

7.2 Substantial changes to job role and responsibility may give rise to individual pay changes outside the normal pay review cycle. These changes will be recommended by the senior leader and Head of People and signed off by the CEO. In considering appropriate pay to reflect a change in role, the same set of factors should be considered as for starting salary in a new role (paragraph 3.2). A substantial change to an individual's role, or a promotion, may meant that they move into a higher salary group, and they will be advised of this in writing.

8. Moderation

8.1 The CEO, Head of People and Chief Finance Officer will form the Moderation Panel for Central Staff pay progression and awards.

8.2 The Head of People will have a specific role in the moderation panel to oversee consistency and fairness of the decision making.

9. Appeals

9.1 Central Staff members who are dissatisfied with any pay decisions may appeal this decision. Any appeal would be heard by two individuals not previously involved in decision making on the individual's pay.

9.2 Appeals should be submitted in writing to the CEO and Head of People, who will arrange for an impartial appeal panel to consider the factual information submitted.

9.3 Appeals may be made on the following bases:

a) Incorrect application of the pay policy or another procedural flaw

b) The decision was illegally discriminatory

c) The decision failed to take account of relevant evidence or relied on inaccurate information

d) The decision was biased.

If there are any concerns, they can be raised with the Chief Executive Officer.

Employees have the right to be represented by a recognised Trade Union Representative or accompanied by a work colleague. A written invitation and a minimum of ten working days' notice will be given. The decision of the panel will be confirmed in writing. There is no further right of appeal.

10. Policy Review

10.1 The Diocese of Coventry Multi Academy Trust Board will monitor and review the outcomes and impact of this policy on an annual basis to assess its effect and the

Trust's continued compliance with equalities legislation. This policy will be reviewed annually by the People and Pay Committee, commissioning any further external benchmarking of salaries as required.

10.2 The Trust will review the application of this policy to ensure proper procedures have been followed and to identify any points that can be learned from those cases and implement any necessary changes. The procedure will be monitored to ensure consistency of application and adherence to equalities legislation, to ensure that the policy operates in accordance with the duties to promote equality, to eliminate discrimination and to promote good relations between staff with protected characteristics as required under the Equality Act 2010. Records will be treated as confidential. When carrying out any reviews or monitoring, the organisation will ensure that individuals' personal data is handled in accordance with GDPR. This policy will be reviewed annually taking into account any national and local guidance in consultation with recognised Trade Unions.

Appendix 1 – Central Staff Pay Groups

Central Team Salary Ranges – 2024/25 (effective 01.09.2025)

Salary Group	Salary Range
Group 1 Administrator/Secretarial level – qualified at GCSE level, with some relevant experience in the functional area e.g. HR/Finance/Estates/Operations and Compliance.	£26,801 - £32,130
Group 2 Advisor level – typically qualified to A level or equivalent standard and part qualified with some experience at advisor level in the functional area. These posts are operational, dealing day to day with schools.	£32,131 - £42,791
Group 3 Professional level – typically qualified to degree level and/or with a professional qualification and broad experience in the functional area e.g. HR, Finance, Operations and Compliance. These posts will typically operate at Business Partner level with an element of strategic work/projects. They may line manage staff at an administrative/advisor level.	£42,791 - £53,452
Group 4 Senior professional management level – typically qualified at degree level with significant experience in the profession at a managerial level and required to line manage others/Head up a small team of professionals below Director level.	£51,400 - £56,815 (4a) £56,816 - £69,443 (4b)
Group 5 Senior Educational Specialist – requiring a strong track record in the sector at senior leadership/Headship level and displays significant knowledge and understanding of school improvement, governance, education policy and the Ofsted inspection framework. Reports directly to the CEO or Head of Education.	£64,414 - £81,025

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