



**Buckinghamshire
Council**

ICT SCHOOLS TEAM
MIS, Financial Systems and Technical Support
01296 383500
ictschools@buckinghamshire.gov.uk

2025 Bucks Pay Awards for Arbor Schools and Academies

Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

Revision History

Version	Change Description	Date
Version 1	Buckinghamshire Council ICT Schools Team Arbor Education help Centre	March 2024
Version 2	Buckinghamshire Council ICT Schools Team Arbor Education help Centre	March 2025

This booklet is designed for use with Arbor Education



2025 Bucks Pay Awards for Arbor Schools and Academies

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Introduction

Outcome of Pay Award for Bucks Pay Employees for the year 1st April 2025 to 31st March 2026

The 2025/26 Schools Support Staff Pay Award has been approved by the Senior Appointments and Pay Committee.

From 1 April 2025:

- All grades' full-time annual salaries will be increased by 3% per annum.
- As a result, Range 1A hourly rate will increase to £12.33 per hour which is 12p more than the April 2025 National Living Wage of £12.21 per hour.
- Part time and term time only employees' salaries will be pro-rated based on the number of weeks worked during the year and the number of hours worked per week.
- Employees eligible for an incremental increase will continue to automatically progress onto their next pay point.
- Maintained Schools using Buckinghamshire Council's payroll services: increased salaries will be paid in April 2025 payroll and employees will automatically progress onto their next pay point.
- Academies using Buckinghamshire Council's payroll services: will be asked to confirm whether they wish BC to apply the pay award and whether employees should automatically progress to their next pay point.
- Maintained Schools and Academies **not** using Buckinghamshire Council's payroll services, should communicate these increases to their HR provider as soon as possible.

Schools must:

- Update Bucks Pay Scales and Points with effect from **01/04/2025**.
- Update all Bucks Pay staff **Pay Information** with effect from **01/04/2025**.

Note: New starters must complete six months' service before receiving an incremental point rise, so may not appear on the April HR Changes Report.

- Bulk Update the **Latest Pay Review Date 01/04/2025**.

Chapter 1 Updating Pay Scales

Range 1 – the correct format must read either:			
Code	Description	Min Point	Max Point
BP1A	Range1a	1.0	5.0
BP1B	Range1b	6.0	10.0
or			
BP01 or BP1	Range 1	1.0	10.0

Please ensure **ALL Range 1 Bucks Pay** staff are on one of the above Service Terms, as appropriate.

Update Bucks Pay Scales and Points

To update your pay scales please follow the route:

School / All Staff / HR Admin / Pay Scales / Pay Scales

1. Click **Bucks Pay Scale**
2. Click the green button under Spine Points panel to '**Set New FTE Values**'
3. Complete the information for the pay scale - effective date, end date, points values (**refer to page 14 Appendix A for figures**).
4. **Save changes** to return to the pay scale information.

Pay Scale - Bucks Pay

Pay scale name Bucks Pay

Effective date

End date

Minimum salary

Maximum salary

Pay range Other

Regional pay range Rest of England and Wales

Spinal Points

Current and Next Values All Values

Hide columns

Spinal point	Current FTE Salary	Until	Next FTE Salary
1	£23104.00	31st Mar 2025	
2	£23104.00	31st Mar 2025	
3	£23104.00	31st Mar 2025	
4	£23104.00	31st Mar 2025	
5	£23104.00	31st Mar 2025	
6	£23297.00	31st Mar 2025	
7	£23528.00	31st Mar 2025	
8	£23609.00	31st Mar 2025	
9	£23991.00	31st Mar 2025	
10	£24223.00	31st Mar 2025	
11	£24879.00	31st Mar 2025	
12	£25594.00	31st Mar 2025	
13	£26309.00	31st Mar 2025	

Showing 64 results

Set New FTE Salary Values

Pay scale Bucks Pay

Effective date* 1st Apr 2025

End date 31st Mar 2026

1	£ 23797.00
2	£ 23797.00
3	£ 23797.00
4	£ 23797.00
5	£ 23797.00
6	£ 23996.00
7	£ 24234.00
8	£ 24473.00
9	£ 24711.00
10	£ 24950.00

Expand table

Set New FTE Salary Values



[School](#) / [All Staff](#) / [HR Admin](#) / [Pay Scales](#) / [Pay Scales](#) / [Bucks Pay](#) / [Overview](#)

Pay Scale - Bucks Pay

Pay scale name	Bucks Pay
Effective date	
End date	
Minimum salary	
Maximum salary	
Pay range	Other
Regional pay range	Rest of England and Wales

Spinal Points

[Current and Next Values](#) | [All Values](#)

[Hide columns](#)

Search this table

Spinal point	Current FTE Salary	Until	Next FTE Salary	Grades
1	£23797.00	31st Mar 2026	-	Range 1
2	£23797.00	31st Mar 2026	-	Range 1
3	£23797.00	31st Mar 2026	-	-
4	£23797.00	31st Mar 2026	-	-
5	£23797.00	31st Mar 2026	-	-
6	£23996.00	31st Mar 2026	-	-
7	£24234.00	31st Mar 2026	-	-

Updating (LGPS) Superannuation Contributions

From **01/04/2025**, the LGPS employers rate for Buckinghamshire Schools is **22.60%**.

[Superannuation Schemes](#) / [Dashboard](#)

Superannuation Schemes

Teachers Superannuation Scheme
Bucks Pay Superannuation Scheme

1. Select **School / All Staff / HR Admin / Superannuation Scheme**
2. Select **Bucks Pay Superannuation Scheme**.
3. Click **Add**

[Superannuation Schemes](#) / [Bucks Pay Superannuation Scheme](#)

Superannuation Scheme Overview

Name	Bucks Pay Superannuation Scheme
Code	BP
Current value	Not active

Values

24.6	01 Apr 2022 - 31 Mar 2023
25.7	01 Apr 2022 - 31 Mar 2023

[Add](#)

Add Superannuation Scheme Value

Effective date*	1st Apr 2025
End date	31st Mar 2026
Value*	22.60

[Cancel](#)
[Save Changes](#)



To check the % contribution rates for your **Academy** go to:

<https://lgps.buckinghamshire.gov.uk/employer-information/employer-contribution-rates/>

4. **Save changes** to return to main screen

Superannuation Schemes / Bucks Pay Superannuation Scheme		
Superannuation Scheme Overview		
Name	Bucks Pay Superannuation Scheme	▶
Code	LGPS	▶
Current value	22.6	
Values ➕ Add		
24.6		01 Apr 2023 - 31 Mar 2024 ▶
25.7		01 Apr 2022 - 31 Mar 2023 ▶
23.6		01 Apr 2024 - 31 Mar 2025 ▶
22.6		01 Apr 2025 - 31 Mar 2026 ▶

Update Apprenticeship Service Term Salary Range *(for applicable Schools only)*

To add a **new** pay scale for **2025/26 Apprenticeship** Service Term:

1. Select **School / All Staff / HR Admin / Pay Scales**
2. Click **Add** to create a new pay Scale for **Apprentice 2025/26**

Pay Scales ➕ Add		
Hide columns ▼	Search this table	Download ▼
Pay Scale	Dates ↑	Category

Enter the following:

Pay scale name: Apprentice 25/26

Effective Date: 01/04/2025

End Date: 31/03/2026

Minimum Amount: £14,566*

Maximum Amount: £23,556**

Create Pay Scale

Pay scale name*

Effective date

End date

Minimum salary

Maximum salary



* Effective Date:	01/09/2024	<i>if applicable to your school/academy</i>
** Minimum Amount:	£14,566	<i>for 1st year apprentice regardless of age</i>
** Maximum Amount:	£23,556	<i>for 2nd year apprentice aged 21+</i>

Pay Scales + Add		
Hide columns ▼	Search this table	Download ▼
Pay Scale	Dates	Category
Apprentice 24/25	01 Apr 2024 - 31 Mar 2025	
Apprentice 25/26	01 Apr 2025 - 31 Mar 2026	



Chapter 2 Applying Annual Increments, Allowances & Pay Review Updates

Bucks Pay Range 1 Additional Info:

Range 1a is from **Point 1** to **5**.

Note: Point 1 to 4 is the same figure as Range 1/Point 5. Ensure all staff on Range 1a are on Point 5.

Staff on **Point 5 (Bucks Pay Range 1 or 1a)** do not receive an automatic increment.

Range 1b is from **Point 6** to **10**.

- Schools using Buckinghamshire Council's payroll services, eligible staff will automatically progress onto their next pay point, with effect from 1st April 2025.
- Check the **April 2025 HR Changes Report**, to identify which staff have received a point increment.
- Update staff salary records in ARBOR by selecting the check box next to their name; see below:

Apply Annual Increments to Bucks Pay Staff

Staff at the at the top of their range, the new salary information from 01/04/2025 will automatically be applied.

- Search for the staff record
- Click the **Contract** link on the left of a staff profile.
- Scroll down to the **Salary** information.
- Check the new salary has been applied for 01/04/2025.

Salary + Add					
Hide columns ▼		Search this table		Download ▼	✉ ⚙ ? 🔗
Period ↓	Pay Scale	Spine Point	FTE Salary	Base Pay (Pro Ra...	
05 Mar 2024 - ongo...	Bucks Pay	5	From 01 Apr 2025:	From 01 Apr 2025:	
			£23,797.00	£23,797.00	
			From 01 Apr 2024:	From 01 Apr 2024:	
			£23,104.00	£23,104.00	
			From 05 Mar 2024:	From 05 Mar 2024:	
			£20,104.00	£20,104.00	

Staff moving up to the next incremental point, this will need to be added manually.

- Search for the staff record
- Click the **Contract** link on the left of a staff profile.
- Scroll down to the **Salary** information.
- Click **+Add**



Salary + Add				
Hide columns ▼	Search this table	Download ▼	✓	⚙️ ? ✕
Period ↓	Pay Scale	Spine Point	FTE Salary	Base Pay (Pro ...
01 Apr 2023 - 31 Mar 2024	Bucks Pay	1	£20,104.00	£20,104.00

9. Add the new pay scale information & effective period.

Add Salary

FTE Salary

Pay scale Bucks Pay ✕ ▼
Pay scale grade Range 2 ✕ ▼
Pay scale spinal point 12 (£26,352.00) ✕ ▼
Custom FTE salary amount £ Leave blank to use the pay scale salary ▲ ▼

Base Pay Calculation

FTE Salary £25,625.00
× Pay Factor 0.9
= Base Pay (Pro Rata) £25,625.00

Effective Period

Effective date* 1st Apr 2025 📅
End date 31st Mar 2026 📅
Safeguarded period start date No safeguarded period 📅
Safeguarded period end date No safeguarded period 📅

Cancel Save Changes

10. Save Changes.

Salary + Add				
Hide columns ▼	Search this table	Download ▼	✓	⚙️ ? ✕
Period ↓	Pay Scale	Spine Point	FTE Salary	Base Pay (Pro ...
01 Apr 2025 - 31 Mar 2026	Bucks Pay	11	£25,625.00	£25,625.00
01 Apr 2023 - 31 Mar 2024	Bucks Pay	1	£20,104.00	£20,104.00

Apply First Aid and Honorarium Allowances to Bucks Pay Staff

Any allowances with an end date of 31/03/2025 will **not** automatically be renewed by HR.

1. Search for each staff record
2. Click the **Contract** link on the left of a staff profile.
3. Ensure the 24/25 allowance line has an end date.
4. Click **+Add** to create a new salary line from **1st April 2025** in the staff profile

Allowances	▼ Allowances / Dashboard
Dashboard	
Allowances	
First Aid	FA
Honorarium	HON
Subject Leadership	SL
Trip Allowance	TAL

Add Allowance

Allowance Amount

Linked allowance*
First Aid

Custom amount
£ 1500.00

Pay factor
1

Effective Period

Start date*
1st Apr 2025

End date
31st Mar 2026

Allowances				+ Add
Hide columns				
Search this table				
Date ↓	Allowance	Reason	Pro Rata Amount	
01 Apr 2025 - 31 Mar 2026	First Aid	Renewed certification	£1,500.00	

Updating Pay Review dates

Pay Review dates are mandatory for the School Workforce Census for teaching staff. It is still good practice to update the latest pay review dates for Bucks Pay staff.

School / All Staff / HR Admin / Contracts

1. Click onto the **Pay Review Dates** tab.

School / All Staff / HR Admin / Contracts / Contracts				
			Academic Year	2024/2025
Contracts Overview		Pay Review Dates	Upcoming Probations	
Bulk action		Hide columns	Search this table	
Download				
☐	Staff ↑	Job Title	Dates	Last Pay Review
☐	Allen Chris	SENDSCO	1st Sep 2021 - Ongoing	1st Sep 2024
☐	Bracken Samantha	Attendance Officer	5th Mar 2024 - Ongoing	1st Sep 2024
☐	Chapman Stacey	Teaching Assistant	23rd Jul 2018 - Ongoing	1st Sep 2024
☐	Cook Zach	Teaching Assistant	4th May 2018 - Ongoing	1st Sep 2024



You can filter on role using the **magnify glass** or click on the **Job Title** column header to shuffle roles alphabetically.

2. Click the relevant staff who require a new pay review date of **01/04/2025** and click the green button **Bulk Action**

3. Enter the date **01/04/2025** and click **Bulk Update**

Contracts Overview

Pay Review Dates

Upcoming Probations

Bulk action

Hide columns

Search this table

Download

	Staff	Job Title	Dates	Last Pay Review
	Bracken Samantha	Attendance Officer	5th Mar 2024 - Ongoing	1st Apr 2025
	Chapman Stacey	Teaching Assistant	23rd Jul 2018 - Ongoing	1st Apr 2025
	Cook Zach	Teaching Assistant	4th May 2018 - Ongoing	1st Apr 2025
	Cooper Sonia	Deputy Head Teacher	6th Sep 2017 - Ongoing	1st Sep 2024
	Cox Lauren	Teaching Assistant	30th Mar 2018 - Onqoing	1st Apr 2025

[« Back](#)

Bulk Update Pay Review Date

Last Pay Review Date

Cancel
Bulk Update

4. Confirm the pop up warning message

Confirm Bulk Update

You are about to update the pay review date for 4 staff contracts. Please confirm that this is your intention?

Cancel
Confirm

☆

☆

☆

Academic Year

2024/2025

Contracts Overview

Pay Review Dates

Upcoming Probations

Bulk action

Hide columns

Search this table

Download

Update Last Pay Review Date

	Staff	Job Title	Dates	Last Pay Review
☐	Allen Chris	SEND CO	1st Sep 2021 - Ongoing	1st Sep 2024
☒	Bracken Samantha	Attendance Officer	5th Mar 2024 - Ongoing	1st Sep 2024
☒	Chapman Stacey	Teaching Assistant	23rd Jul 2018 - Ongoing	1st Sep 2024
☒	Cook Zach	Teaching Assistant	4th May 2018 - Ongoing	1st Sep 2024



Bucks Pay Ranges from 1st April 2025

Range	Point	2025/26 Annual Salary (3% increase)
1A	5	£23,797
1B	6	£23,996
	7	£24,234
	8	£24,473
	9	£24,711
	10	£24,950
2	11	£25,625
	12	£26,352
	13	£27,083
	14	£27,425
	15	£27,770
3	16	£28,129
	17	£28,650
	18	£29,151
	19	£29,673
	20	£30,174
4	21	£30,661
	22	£30,945
	23	£31,509
	24	£32,072
	25	£32,594
5	26	£33,158
	27	£33,825
	28	£34,451
	29	£35,098
	30	£35,725
6	31	£36,495
	32	£37,330
	33	£38,186
	34	£39,021
	35	£39,876
7	36	£40,835
	37	£41,899
	38	£42,963
	39	£44,028
	40	£45,072
8	41	£46,219

	42	£47,429
	43	£48,640
	44	£49,871
	45	£51,081
9	46	£52,312
	47	£53,752
	48	£55,170
	49	£56,610
	50	£58,050
10	51	£59,656
	52	£61,325
	53	£62,995
	54	£64,664
	55	£66,333
11	56	£68,064
	57	£69,818
	58	£71,549
	59	£73,219
	60	£74,638
12	61	£76,160
	62	£77,726
	63	£79,270
	64	£80,813
	65	£82,358

Appendix A Bucks Pay Annual Leave Entitlement

Ranges 1 – 3	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.0	43.0		5.8	43.8
39	5.1	44.1		6.0	45.0
40	5.2	45.2		6.1	46.1
41	5.4	46.4		6.3	47.3
42	5.5	47.5		6.4	48.4
43	5.6	48.6		6.6	49.6
44	5.8	49.8		6.7	50.7

Ranges 4 – 5	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.1	43.1		6.0	44.0
39	5.3	44.3		6.1	45.1
40	5.4	45.4		6.3	46.3
41	5.5	46.5		6.4	47.4
42	5.7	47.7		6.6	48.6
43	5.8	48.8		6.8	49.8
44	5.9	49.9		6.9	50.9

Ranges 6 – 12	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.5	43.5		6.4	44.4
39	5.7	44.7		6.5	45.5
40	5.8	45.8		6.7	46.7
41	6.0	47.0		6.9	47.9
42	6.1	48.1		7.0	49.0
43	6.2	49.2		7.2	50.2
44	6.4	50.4		7.4	51.4

Formula (using the data from Range 1 – 3):

Hours worked (20hrs) x weeks paid per year (43) = 860

860 divided by full time hours (1924) x 100 = 44.7

Full time salary (£14,641) x 44.7% = £6544.53

Term time salary based on 38 weeks = £6544.53 paid in 12 equal instalments

Definition - School Term, Inset and/or Additional Days Worked:

38 weeks represents an actual school term

39 weeks plus includes inset days plus additional days required by the school, eg. for a bursar or caretaker.

