

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

Contents

Introduction		4
	Updating Pay Scales	
•	cks Pay Scales and Points	
•	LGPS) Superannuation Contributions	
	prenticeship Service Term Salary Range (for applicable Schools only)	
Chapter 2	Applying Annual Increments, Allowances & Pay Review Updates	g
•	ual Increments to Bucks Pay Staff	
Apply First	Aid and Honorarium Allowances to Bucks Pay Staff	11
Updating P	ay Review dates	11
	Ranges from 1 st April 2025	
Appendix A	Bucks Pay Annual Leave Entitlement	14



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.
- <u>Maintained Schools using Buckinghamshire Council's payroll services:</u> increased salaries will be paid in April 2025 payroll and employees will automatically progress onto their next pay point.
- <u>Academies using Buckinghamshire Council's payroll services:</u> 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 <u>not</u> 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:						
<u>Code</u>	<u>Code</u> <u>Description</u> <u>Min Point</u>					
BP1A	Range1a	1.0	5.0			
BP1B	Range1b	6.0	10.0			
or						
BP01 or BP1	Range 1	1.0	10.0			

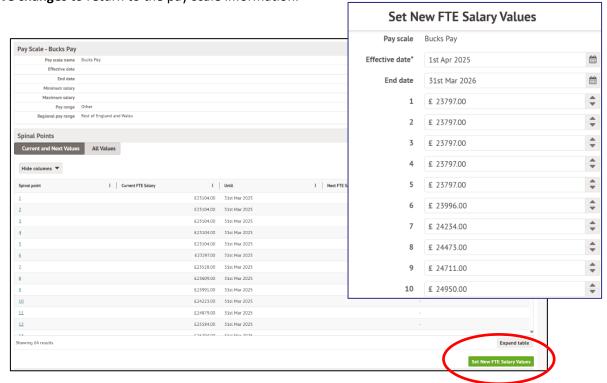
Please ensure ALL Range 1 Bucks Pay staff are on one of the above Service Terms, as appropriate.

Update Bucks Pay Scales and Points

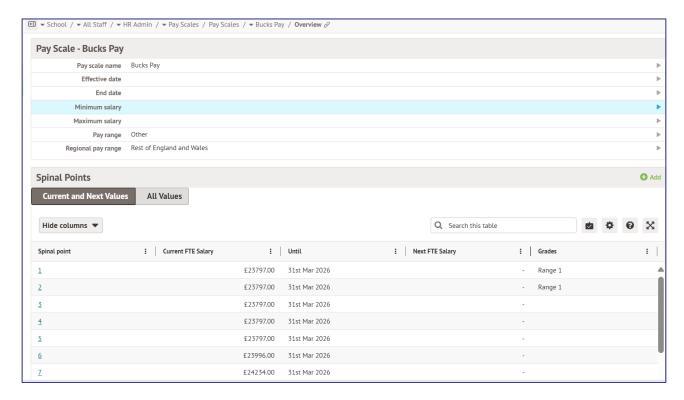
To update your pay scales please follow the route:

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.

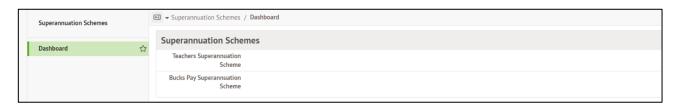




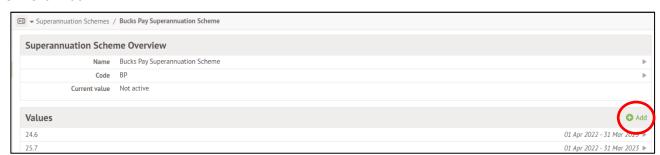


Updating (LGPS) Superannuation Contributions

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



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



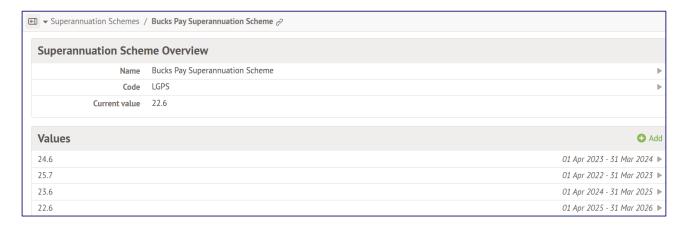




To check the % contribution rates for your **Academy** go to:

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

4. Save changes to return to main screen



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

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

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



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**





* Effective Date: 01/09/2024 if applicable to your school/academy

** Minimum Amount: £14,566 for 1st year apprentice regardless of age

** Maximum Amount: £23,556 for 2nd year apprentice aged 21+





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.

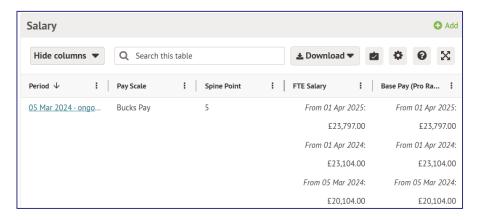
Range 1b is from Point 6 to 10.

- 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.

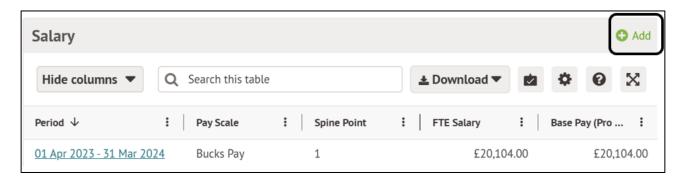
- 1. Search for the staff record
- 2. Click the **Contract** link on the left of a staff profile.
- 3. Scroll down to the **Salary** information.
- 4. Check the new salary has been applied for 01/04/2025.



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

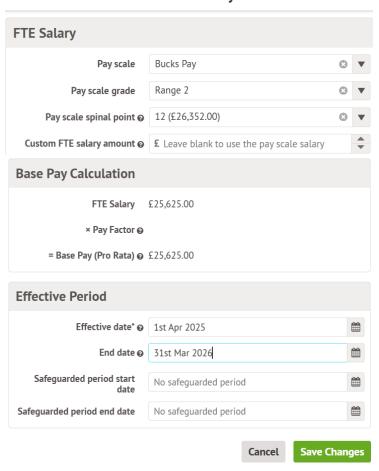
- 5. Search for the staff record
- 6. Click the **Contract** link on the left of a staff profile.
- 7. Scroll down to the **Salary** information.
- 8. Click +Add



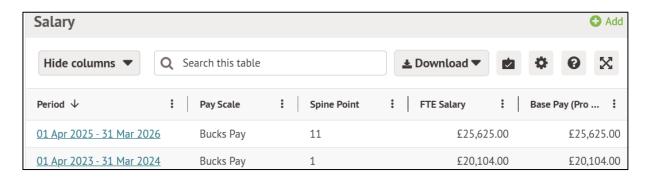


9. Add the new pay scale information & effective period.

Add Salary



10. Save Changes.





← Allowances / Dashboard

First Aid Honorarium

Subject Leadership Trip Allowance TAL

HON

Allowances

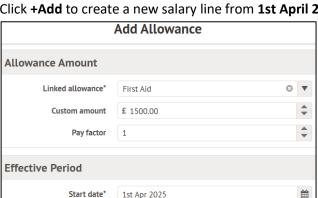
Apply First Aid and Honorarium Allowances to Bucks Pay Staff

Allowances

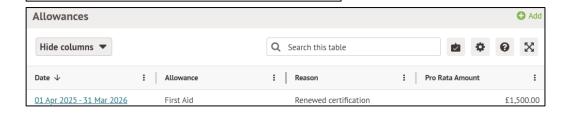
Dashboard

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



31st Mar 2026



台

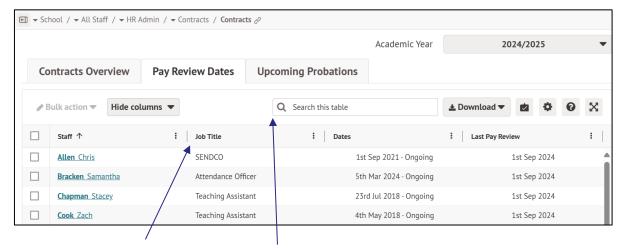
Updating Pay Review dates

End date

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

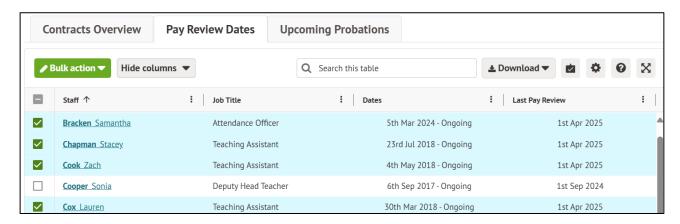
1. Click onto the Pay Review Dates tab.





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

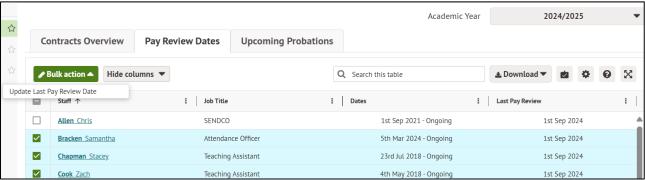
- 2. Click the relevant staff who require a new pay review date of **01/04/2025** and click the green button
- 3. Enter the date 01/04/2025 and click Bulk Update





4. Confirm the pop up warning message







Bucks Pay Ranges from 1st April 2025

		2025/26
Range	Point	Annual Salary
Kange	Foliit	(3% increase)
1.0	-	
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	£30,361
	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
		<u> </u>



Appendix A Bucks Pay Annual Leave Entitlement

Ranges 1 – 3	UP TO 5 YEARS SERVICE		OVER 5 YEA	RS 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

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

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.

