

Worked Example

As an example:

This example is based on a **new starter at scale point 12** where a Clerk works with three schools, one of which has 6 FGB meetings, 6 School Curriculum Meetings and 4 Finance Meetings both of which are deemed substantive. The other schools both have 6 FGBs requiring support. Clerks are expected to work at 4 schools (or clerk number of equivalent meetings).

In this example the Clerk would be paid as follows:

School 1:

FGB 6 Meetings @ 11hrs = 66hrs

Curriculum 6 meetings (virtual) @ 11 hrs = 66hrs

Finance 4 meetings (virtual) @ 11 hrs = 44hrs

School 2:

FGB 6 meetings @ 11hrs = 66hrs

School 3:

FGB 6 meetings @ 11hrs = 66hrs

Annual Core Hours = 14hrs (includes supervision, CPD and mandatory training)

Annual Leave (28 meetings @ 1hr of AL per meeting – based on 6hr AL entitlement) = 28hrs

Bank Holidays = 2hrs

Total Pay = 352hrs @ £14.82 = £5,216.64

Hours worked per week = 6.77 (352/52)

Monthly Pay = £434.72 (£5,216.64/12)

+ Mileage in line with attendance at in-person meetings (in line with policy) and onboarding/induction hours

This would meet the minimum of 4 schools or equivalent threshold.

If the Clerk carries out any additional hours or cover, they will need to claim this as locum and separate additional accrued annual leave will be calculated.

Further development opportunities available via specialist clerking.