

Worked Example (employed on a Relief Contract basis)

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)

Total Pay = 322hrs @ £14.82 = £4,772.04

Average hours worked per week = 6.19 (322/52)

Monthly Pay = £397.67 (£4,772.04/12)

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

+ Annual Leave calculated based on your average working hours over 52 weeks

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

If the Clerk carries out any additional hours or clerking 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.