



Hambledon Youth Hut
West Street
Hambledon
PO7 4RW
02392 632242

www.hambledonpreschool.co.uk

10.23 Payrise Policy

At Hambledon Pre-school we value our staff and annually review staffs pay

Procedure

- Staff appraisal forms linked with self-evaluations to be submitted by mid-January.
- Staff appraisal meetings to then be held in the proceeding 2 weeks of January if viable.
- Staff liaison officers to begin sourcing of competitors pay grades and comparative job roles from December onwards in readiness for providing in Februarys committee meeting. They should also source committal data regarding minimum wage.
- Within Februarys committee meeting, the treasurer should collect the competitor sourcing along with staff appraisals and self-evaluation outcomes to then take away for consideration and financial viability.
- Projection of children on role for the coming year to be provided by the supervisor to the treasurer to support the investigation into the requests. This is to be presented in a traffic light format with those children that are guaranteed new starters in green, those most likely to attend/shown substantial interest but not yet entirely committed in amber and those least likely to attend in red.
- The considerations for the treasurer are to include; projection of children on role, historic patterns within the preschool, governmental minimum wage increases, staff requests.
- The findings from the treasurer are then to be prepared in readiness for providing at March's committee meeting so that all members can hear the figures and put forward their suggestions with the aim of agreeing the outcome for implantation as of 1st of April in line with governmental increases.
- In March's committee meeting any changes are to be agreed and staff subsequently informed along with payroll in readiness for commencement on 1st April.