

**PAYMENT SCHEDULE FOR STAFF ENGAGED UNDER THE EXTENDED SCHOOLS PROGRAMME**

<b>JOB TYPE</b>	<b>RATE OF PAY</b>	<b>PAYMENT ARRANGEMENTS</b>
<b>Extended Schools Coordinator</b>	£25 per hour	<b>Form EXE1</b> (as attached) should be completed, signed and forwarded to the board's human resources department. An appropriate timesheet should also be completed and forwarded to the board's payroll department.
<b>Extended Schools Leader</b>	£20 per hour	<b>Form EXE1</b> (as attached) should be completed, signed and forwarded to the board's human resources department. A appropriate timesheet should also be completed and forwarded to the board's payroll department
<b>Extended Schools Assistant</b>	£10 per hour	<b>Form EXE1</b> (as attached) should be completed, signed and forwarded to the board's human resources department. A appropriate timesheet should also be completed and forwarded to board's payroll department
<b>Supervisory Assistant/Catering Assistant, etc</b>	Normal hourly rate in accordance with NJC salary scales	Form EXE1 should be completed in the normal way and submitted to board's human resources department. An appropriate timesheet should also be completed and forwarded to the board's payroll department.
<b>Cleaner/ Building Supervisor, School Secretary undertaking additional hours</b>	Normal hourly rate applicable to that employee	All additional hours/overtime should be returned on the employees timesheet with their normal working hours and forwarded to the board's payroll department.
<b>Independent Organisations</b>	Rate agreed with supplier prior to engagement	Schools should submit an invoice for payment to the board's finance department.