

# Staff Benefits



## Salary Sacrifice

All non-TPS staff (teaching and non-teaching) are now able to make their monthly pension contributions from their 'before tax' income. This means they will pay less income tax and less National Insurance and with a flexible approach to contribution levels means they can:

- See increased take-home pay for the same level of pension contribution
- See increased pension contributions for the same level of take-home pay

Furthermore, where staff make use of the Salary Sacrifice scheme, the School will also contribute an additional amount to the pension, further enhancing the benefits of this scheme

A calculator for Salary Sacrifice contributions is available to staff and an online application form will be distributed.

**For more information, please speak to the HR team or the COO.**



## Medical Cash Plan

All members of staff are now eligible to join the Medical Cash Plan provided by SimplyHealth.

This scheme allows members to claim back some of the costs of routine health expenses for a modest, and scalable monthly premium – for themselves and, if they choose, their families too.

**For more information, please speak to the HR team or to the COO.**

**Blackhawk Network** A broadening of the existing Cycle-to-Work scheme that allows you to:

### CycleScheme

Subject to salary level, staff can purchase a bike (and ancillaries) and spread payments over **12 months** from their gross pay, saving up to 30% on the cost through **Income Tax** and **National Insurance** savings.



### TechScheme

Staff can 'buy' a **Currys voucher (up to £1,500)** and spread the cost over 12 months via their pay, saving the National Insurance and not having to pay for an item up front.



### ExtrasDiscount

Staff can buy (via the Blackhawk website) **gift cards** for lots of shops and services (eg Sainsburys, Costa etc) where the purchase price is lower than the value, eg a **£20 Costa voucher costs £17**.



**For more information on all of these, please speak to the HR team.**

## Staff Health and Medical Information Service



We have a 24/7 Staff Health and Medical Information Service – this is entirely confidential and provided by our insurers; it is designed for employees (and their families) to help with finding the right health services in the local area, and direct access to qualified GPs.

**Contact: 0117 933 0687**  
(policy number: 202604)

## Staff Counselling Helpline Service



The School provides a 24/7 Staff Counselling Helpline Service – this is entirely confidential and is delivered by our insurers for all staff and their immediate families (living with you and over 18).

**Contact: 0117 933 0687**  
(policy number: 202604)



## Personal Accident Insurance

All permanent staff (including Governors and Volunteers) are covered by the School's Personal Accident

Insurance. Teaching/Support staff are covered **24 hours a day, 7 days a week, 365 days a year – worldwide**. Governors and Volunteers are covered when undertaking work for the School or travelling to/from the location that work is being undertaken, and with some caveats on supplemental benefits.

It is fundamentally accident insurance, ie it needs to be as a result of an accident, not a longstanding healthcare issue or 'routine' medical (or dental) care. For more information, or to begin a claim, please contact the Director of Operations.

## Long Service Leave

For support staff who have served at the School for longer than 2 years, there will be an additional **2 days annual leave** added to the core annual entitlement of 20 days. For those who have served at the School for longer than 5 years, there will be a further **3 days** added for a total of 25 days. These additional days cannot be rolled over beyond the end of the leave year (31 August). **For more information, please speak to HR.**



# Staff Benefits continued

## B&Q Discounts

All staff can sign up for a free **5% discount card** for all purchases from B&Q by emailing the Bursarnet team Aat [sjg@bursarnet.com](mailto:sjg@bursarnet.com) with your full postal address – time to redo that kitchen or bathroom!



## Vodafone Discounts

As part of the School's package, all staff are entitled to discounted phone, SIM and broadband packages. You can apply for a code at <https://www.vodafone.co.uk/mobile/discounts/vodafone-advantage>, using your @johnlyon.org email address. QH staff should double-check with IT what their JLS email address is, 'behind' their @quaintonhall.org.uk one.



## Sporting Facilities

There are a wide range of opportunities for staff to use the sport and fitness facilities at the School. This includes:

- **Swimming Pool** – available for staff from 0715 to 0815, Friday mornings during term-time
- **Fitness Suites** – once staff have completed an induction, both Fitness Suites are available for staff from 0715 to 0815, daily (excluding Thursdays) during term-time; and after school from 1615 to 1730 Monday to Thursday.
- **Sports Hall** - one evening a week for staff use and includes table tennis and badminton activities from 1630 to 17.30. Note this is dependent on other sporting activities.

There are lots of other options to get involved and take advantage of the facilities, so please contact the PE Office for more details.

- **Harrow School Golf Club** - Staff can apply for membership at a reduced rate.

For more information, please contact Wendy Driver, HSGC Secretary: [hsgcsecretary@harrowschool.org.uk](mailto:hsgcsecretary@harrowschool.org.uk)



## Flu Voucher

Each year the School will make available vouchers for staff to use at a local pharmacy to receive the annual flu jab.

**Please contact the School Nurse or Welfare Officer for more information.**



## Eye Care

Staff are entitled to a free eye test every two years and can contact get vouchers from HR for this, as well as being able to claim **£50** to put towards lenses if they regularly use display screen equipment (DSE).



## Free Remission for John Lyon School fees

Children of staff can get a significant reduction (up to 67%) in School fees at both the Prep and Senior School. The level of fee remission depends on working patterns, hours worked and date of starting employment at the School. For more information, please speak to the HR team.



Depending on role and availability, a **Surface Book** will be provided for staff.



**Complimentary lunch** during term-time



**Continuous Professional Development** – the School is committed to supporting CPD for staff

The Governors may review these benefits at appropriate intervals and in accordance with established employment practice. An offer of employment does not bind the School to the provision of specific benefits.

**For more information on any of these benefits please speak to the HR team.**

