

Felsted
Garde Ta Foy

Our Employee Reward Package



Founded in 1564, Felsted School is a leading independent co-educational day and boarding school, situated in the picturesque village of Felsted in North Essex. In 2014 we celebrated our 450th anniversary, one of only a handful of schools in the country that have claimed this historic milestone. We have been rated 'Outstanding' by Ofsted and 'Excellent in every aspect' by the Independent Schools Inspectorate.

Our Academic staff are at the very heart of our School - It is their enthusiasm and commitment in providing exceptional learning to our students, that inspires our high standards and continued success, and the dedication and commitment of our Operational Staff in supporting the day-to-day running of Felsted ensures our students receive the very best in learning and co-curricular activities.

In return, we offer all our colleagues a competitive total reward package from day one of their employment with us.

Adoption Leave

An employee who adopts a child through an approved adoption agency is entitled to up to 52 weeks adoption leave, subject to the Leave of Absence Policy criteria.

Annual Leave

Employees on all-year round contracts are entitled to a basic entitlement of 20 days paid annual leave each year plus public holidays. Part-time employees on all-year round contracts receive a pro-rata allowance of annual leave.

Bookshop

Employees are entitled to a 10% discount on a variety of items for personal use in our on-site Bookshop.

Childcare Vouchers

Eligible employees can join our Childcare Voucher Scheme that allows tax and National Insurance savings through salary sacrifice. This scheme is available for children aged five to fifteen years old (or sixteen years old for disabled children).

Compassionate Leave

Employees may have time off approved by their manager during their normal hours of work for unexpected problems or emergencies. In some cases this may be with pay.



Eye Examinations

Employees who regularly use display screen equipment are entitled to receive free eye examinations, subject to the Eye Tests Policy.

Felsted Coffee Shop

Staff can enjoy 'Aroma' by Caffé Nero at subsidised rates.

Felsted Savers

Our best employee reward package! Felsted Savers is a free benefit provided by the School, which offers cashback, discounts and savings via an online account on everyday shopping through a wide range of online and in-store retailers.

Fitness Centre

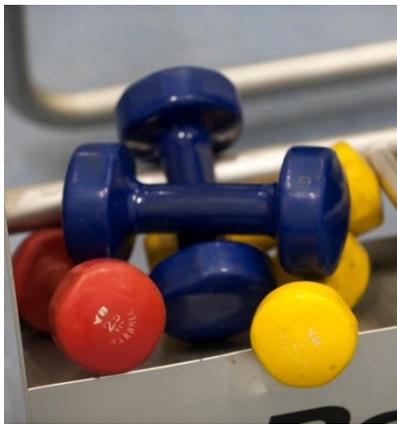
Free membership is available to employees and a discounted membership for their partners for use of our Fitness Centre. The Fitness Centre also includes one indoor and one outdoor swimming pool that can be used free of charge (subject to a key fob deposit for the employee and their families).

Flexible Working

We recognise the importance of supporting employees to balance their work and home-life by offering flexible working arrangements. Any employee can make a flexible working application.

Free School Lunches

Staff can enjoy a free school dinner during lunch service in our School Dining room. Lunch is provided on normal working days when the kitchen is open for staff that work over the lunchtime period.



Health and Safety

All employees are responsible for the Health and Safety for themselves and others. Regular assessments and reviews are carried out to ensure working environments and practices are safe under current legislation.

Healthcare Scheme

Following a successful probationary period, employees are able to join the Schools' healthcare scheme provided by BUPA.

Internet Access

Staff can use the Internet for personal use during lunchtime periods, subject to the E-Safety and Computer Usage Policy.

Jury Service

If one of our employees is required to attend Jury Service, they will continue to be paid by Felsted at their normal rate of pay.

Library Facilities

Staff are able to enjoy free books to loan at our Preparatory and Senior School libraries.

Life Assurance

Employees who are not members of the Teachers' Pension receive free life assurance cover worth three times their basic salary. The reward is active from your first day of employment.

Maternity Leave

Pregnant employees qualify for twelve months maternity leave irrespective of their length of service or hours worked, subject to the Leave of Absence Policy.

New Employee Induction

All new employees undergo an induction programme with their manager, Health and Safety and Human Resources, including a child protection session to ensure an effective integration into our School environment.



Occupational Health Service

Our Occupational Health Service provide specialist health advice for employees in the workplace.

One-to-Ones

Staff receive regular one-to-one meetings with their manager.

Parental Leave

Employees are entitled to apply for unpaid Parental Leave, subject to the Leave of Absence Policy.

Parking Permit

Free parking is provided to staff to park their vehicle in any of the Schools' approved car parking spaces once a permit has been issued.

Paternity Leave

Employees are entitled to either one or two consecutive week's paternity leave, subject to Leave of Absence Policy.

Pension Plan

Employee and employer contributory pension provisions are available for both Academic and Operational staff via Teachers' Pension, People's Pension and Pensions Trust, depending on the role within the School.

Performance Development Review

Employees undergo a Performance Development Review every year with their manager. This provides an opportunity to set targets for the coming year, to identify any development needs and to review employees' performance and achievements over the previous year.

Professional Qualifications

Funding is sometimes available if an employee requires a specialist qualification for their role. We support lifetime learning for all staff and encourage training and development throughout an employee's career with us.

Personal Accident Insurance Scheme

This insurance covers the risk of an accident happening to an insured person that causes bodily injury resulting in permanent disability (loss of limbs or sight) and injury to teeth requiring treatment.

Qualifications

Alongside sponsorship for gaining a professional qualification, staff can gain other qualifications such as First Aid at Work certificates or other role specific qualifications.

Relocation Package

Assistance is available with the costs of relocation for some residential positions at the School.

Sabbaticals

Employees can request a career break, subject to the Sabbatical Policy.

Secondments

Secondment opportunities can become available to employees to explore the possibility of a different career or to build upon existing knowledge within their own role.

Sick Pay

Where employees are unable to attend work due to sickness, there is a provision for sick pay. The amount of sick pay increases according to the employee's length of service and current contract.



Staff Briefings

The Headmaster, Headmistress and Bursar hold at least one briefing for Academic and Operational staff each year. This is an opportunity to reflect and feedback on our successes over the previous year and to update staff on forthcoming plans.

Staff Fee Discount

At the Schools' discretion, a reduction in fees may be offered for the children of employees whilst the member of staff is employed by the School, subject to the Staff Fee Discount Policy.

Staff Housing

Housing is available to employees who require accommodation as part of their role at Felsted, subject to the terms of our Staff Policy on the School Provision of Staff Housing.

Stress, Counselling and GP Helpline

Employees who are not members of the Teachers' Pension have access to Stress, Counselling and GP Helpline 24 hours a day, seven days a week.

Tailors Shop

Staff can receive a 25% discount on a range of Felsted branded goods.

Training and Development

Our employees are encouraged to continually develop their skills and knowledge. Training and development opportunities include job shadowing, events, secondments, gaining a professional qualification and other learning opportunities.

Uniforms and Equipment

Some positions, such as our Grounds and Gardens and Maintenance teams, require employees to wear a specific uniform to work, which will be provided free of charge by the School.

Work-life Balance

Our employees are encouraged to balance their work and home life through flexible working arrangements and making use of the Felsted Fitness Centre and pool facilities.

Yoga and Fitness Classes

Employees are encouraged to participate in a selection of activities and events with our Fitness Centre. Activities include yoga, physical training classes, spinning, gym facilities and swimming pools. Other services include rental of the two squash and badminton courts.



For further details on any of our employee reward package at Felsted, please contact the Human Resources team on hr@felsted.org.

Please note, any benefits provided by Felsted are not contractual and may be changed at any time.

