



# Hitchin Girls' School

Highbury Road, Hitchin SG4 9RS



## Benefits for Staff

February 2024



Hitchin Girls' School values the contributions made by all staff to the on-going success of the school and we provide a range of benefits and support to staff as individuals and as a group. The following content sets out some of the benefits available to staff.

## SALARY RELATED

**Teachers Pension Scheme** - Teachers should create an account with mypensiononline in order to manage their pension (<https://www.teacherspensions.co.uk/members/member-login.aspx>)

**Local Government Pension Scheme** - Non teaching staff should receive correspondence from the LPPA confirming their enrolment - members should register with PensionPoint (<https://members.lppapensions.co.uk/membership/register>)

**Occupational Sick Pay** - Full details are available as part of employment terms and conditions.

## FAMILY

Hitchin Girls' is a family friendly school and we aim to support our staff in achieving good work life balance and having quality time with their families. We are a friendly and supportive body of staff where positive working relationships are valued. We operate a flexible approach to supporting staff to engage with events affecting their children at school and recognise that this is beneficial both to our staff and to us as a school.

We adopt the Herts County Council Family Leave guidance and policies, which includes Maternity, Paternity, Adoption, Parental and Shared Parental leave.

### Childcare Voucher Scheme

Since 4 Oct 2018, the childcare voucher scheme no longer exists for new joiners; you now apply for tax-free childcare (TFC) directly from the government.

### Children of Staff - Admission Criteria

Our Admission Criteria includes a rule offering female children of permanent members of staff the allocation of a place at the school where the member of staff is directly employed by Hitchin Girls' School and

- will have been employed at the school for a minimum of two years at the time the applicant would be admitted to the school, or
- where the staff member has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

## **Excellent location**

The school is located in the heart of the market town of Hitchin, 30 miles north of London, surrounded by beautiful countryside. The town centre has a rich diversity of independent shops and businesses and is also known for its wide variety of cafes and restaurants offering food from around the world. For children, the town has a large number of excellent schools and youth organisations.

We are close to both the M1 and A1M motorways and a few minutes' walk from the train station with a fast (30 minutes) service to Kings Cross and Cambridge.

[www.hitчинherts.com](http://www.hitчинherts.com)

<http://www.visitchilterns.co.uk/market-towns/hitchin.html>

Hitchin has been identified as one of the happiest places to live in the UK:

<http://www.thecomet.net/news/rightmove-survey-says-hitchin-in-uk-top-10-for-happiest-places-to-live-1-4659587>

## **HEALTH AND WELL-BEING**

### **Flu Vaccination**

Each autumn term, staff who are not eligible for a free vaccination via the NHS have the option to receive a flu voucher from the school completely free of charge.

### **Eye tests (for eligible staff)**

Staff who meet the required criteria are entitled to receive reimbursement for an eye test, usually every two years, and may be eligible for a contribution towards the cost of glasses if they are specifically prescribed for Display Screen Equipment (DSE) use. The school has signed up to the Specsavers Corporate Eyecare Voucher Scheme.

Required criteria - Any member of staff who habitually uses DSE as a significant part of their normal work.

For more information, please speak to the Finance staff in the Bursar's office.

### **Fitness**

The Fitness Studio located in our Sports Hall is available for use by staff. This studio contains cardio equipment including treadmills, cycling and rowing machines, staff are inducted in its use by our PE staff.

### **Employee Assistance Programme**

All staff are able to make use of a free Employee Assistance Program provided by Legal and General. This provides a range of support services including telephone support, legal information services, online support, medical information, structured counselling and bereavement support. Staff are able to call the Employee Assistance line at any time to talk through any problems that might be worrying them; from faulty goods bought, family and relationship matters, tenancy issues or even driving offences.

The programme also includes a Care Concierge service. This is a confidential telephone guidance service which allows employees to speak directly to a care expert about later life care needs for a loved one. Benefits of this level of the service include:

- A 30-minute telephone consultation with a care expert.
- Support and an understanding of what type of care is needed, as well as how to arrange it.
- Guidance on typical care costs and the available options towards paying for care.

## **Well-being**

Key well-being activities include:

- Complimentary lunch on INSET days taking place in school, refreshments for staff staying in school on parents evenings, end of term staff breakfast and much more!
- Complimentary tea, coffee, milk and sugar is available in the staff kitchen.
- Free monthly staff raffle.
- Secret Wellbeing Agent initiative.
- New staff meetings held half termly plus a new staff buddy system.
- Well-being team who arrange events and activities during the year.
- Regular staff feedback is gathered by TES Pulse surveys.
- An active focus on staff well-being, supporting staff throughout the year with various treats/initiatives
- Free on-site parking.

## **REST AND RELAXATION**

### **Cycle to work scheme**

The school has signed up to the Bike Scheme, which is a Government backed initiative enabling employees to save on the cost of a cycle and cycling safety accessories for the purpose of cycling to work.

Basic details of the scheme are as follows:

- Under the regulations laid down by HMRC, school staff are effectively hiring bikes from Caboodle (the scheme provider) to use to cycle to work but they can be used for leisure activities as well.
- There's nothing to pay up front. You pay for the bike through deductions from your gross pay (i.e. before tax is taken) using a salary sacrifice arrangement and the cost is spread over a 12-month period. On average you will save 30% - 42% on the value of the bike you have selected, depending on whether you are a basic or a higher rate tax payer.
- The Scheme runs in conjunction with Halfords, but bikes can also be purchased from local independent bike retailers. You can spend up to a maximum of £1000.
- At the end of the 12-month period, you pay a settlement figure based on HMRC guidelines

Further information, including details of the savings you can make, is available from the Finance Office.

To register for the scheme visit [www.computershare.com/salaryextras](http://www.computershare.com/salaryextras)

### **CSSC Sports & Leisure scheme**

Staff are able to join the CSSC Sports and Leisure scheme for a small monthly fee. Membership provides a wide range of benefits including:

- Free entry to over 300 English Heritage sites (plus one other adult and up to 6 children)
- Tickets for free entry to Cadw and Kew sites
- A Taste card, providing discounts and offers at over 6,500 UK restaurants

- Savings at high street and online retailers and
- Discounted cinema tickets
- Discounted gym membership rates
- and much more

Further details are available at: [www.cssc.co.uk](http://www.cssc.co.uk)

### **School Library**

Staff are welcome to borrow books and other resources from the school library for use in school and at home.

### **ClickView**

Access to a vast range of movies, TV programmes and documentaries on ClickView, including everything that's been on FreeView in the last 30 days.

### **Staff Choir**

We have a staff choir that come together to sing at events such as the annual Carol Service.

## **TRAINING AND SUPPORT**

### **Induction**

We provide a full induction programme for staff joining the school which includes a 'Buddy' to help you settle into life at HGS.

### **CPD**

We offer all staff excellent professional development opportunities and guidance, with a strong CPD programme. Each year we disaggregate some of our INSET Days to provide the opportunity for staff to elect to undertake 'credit training' whereby credits are earned by leading or taking part in training aligned to their own professional needs. This provides greater flexibility in our offer and also allows staff to share their own good practice with colleagues in our school. There is no "one course per person" policy. Teaching staff also work in Professional Learning Hubs within school as part of their professional development.

### **North Herts Educational Partnership**

We are a National Support School and the lead school in the North Herts Educational Partnership as a strategic partner of the [Alban Teaching School Hub](#). The partnership works in collaboration with North Hertfordshire schools to deliver staff Professional Development and National Professional Qualifications (NPQL) and support the delivery of Early Career Framework training for new teachers