



*Join us on our mission to provide  
inspirational and outstanding  
education in a truly positive,  
empathetic, and transformational  
environment.*

## Salary and Benefits Package

As a member of one of our amazing school teams, not only will you be making a huge difference to the lives of our learners, but we try to make sure you are also looked after in the most important areas of your life...

Financial



Personal



Health and  
Wellbeing



# Financial Support

We all go to work to make sure we can look after ourselves and our loved ones, so at Melrose Education, we want to make sure you feel looked after financially. That is why we offer...

An excellent base salary - we are a Living Wage Foundation Employer.

6 days paid sickness absence – this will be paid to those of you that need to take time off work if you are unwell, as 2 days per term x 3 terms.

We have a discretionary absence policy for significant events in your personal life, for example major surgery.

1 paid moving day – if you are moving house, then we will help you with this event in your life with a paid day to get settled in.

Enhanced maternity, paternity, and adoptive pay plus paid time off for fertility treatment. We also offer a maternity package for new mothers.

Additional salary and training for qualified and nominated Leads and Champions.

Attendance Award Scheme – if you attend work for a full academic year with no absence, you will be paid extra and are entitled to choose a reward.

A generous Introduce a Friend Scheme – if you love your job and your school, why not refer people you know to join the company and you can earn a bonus?

Travel loan – for those of you that travel by public transport, we know the cost of buying an advance monthly, termly, or annual ticket can be high. The company will reimburse you the cost so that you can pay it back to us over a 10 month period easing the financial burden.

Hardship fund for emergencies – for those of you truly experiencing hardship, the company will support you either with food, other goods, or a financial bridge.

Debt advice – your Westfield membership gives you access to an advice line who can provide guidance if you have financial difficulties.

Death in Service Payment for your dependents – should you sadly pass away whilst you are employed by the company, we will ensure we support your dependents' financial wellbeing.

Salary advance – for those of you struggling in a given month, we can advance a portion of your salary to you in an emergency.

Long Service Awards – for staff who have more than 10 years' service.

## Personal Support

We are so grateful for the hard work of every member of our staff team and are always looking for ways to say 'thank you' and 'well done', so we offer...

Professional development fund – unlimited funding for levels 2, 3, 4 and 5, and degree study programmes to support your career aspirations.

Employee of the Week awards – each school rewards an extra special employee, every week.

Weekly “thank you” team treats and termly “thank you” events.

Friday Feast – the school will provide a special meal each week for all our staff.

Wellbeing Wednesday events – every last Wednesday of the month, the Wellbeing Champion will organise an experience of event for all the staff team.

Staff surveys – have your say! We issue a wellbeing survey and a staff survey every year to all our employees.

Westfield Rewards - discounts for restaurants and retail. As part of your Westfield Foresight membership, you can access discounts for a wide range of restaurants and shops – both on line and on the high street.

You are invited to lunch – share a meal with our learners or we can provide you with a freshly cooked meal or meal deal when you really need it.

In some of our schools, we provide staff uniform, but where we do not, we are able to support our staff with workwear, where required.

Friday Feedback newsletter so we can thank our amazing school staff and recognise the achievements of our teams and learners, with access to podcasts, competitions and resources for events and celebrations.

If you have to use your own vehicle for work reasons, you will be covered on our business insurance.

We have a discretionary compassionate and bereavement leave policy to support you in difficult times.

# Health & Wellbeing Support

If you are going to look after our learners' wellbeing, we know we need to look after yours. That is why we offer...

Westfield private healthcare – we offer membership to the Westfield Foresight scheme for all our employees, partners, and dependents.

1 paid day off to undertake volunteering work – we will support your endeavours with a paid day off to work as a volunteer in your local community.

Free access to Headspace app – this app gives you access to weight and sleep tracking, fitness goals and advice, healthy eating and much more.

Westfield Rewards Gym Discounts – as part of your Westfield Foresight membership you can obtain gym discounts for you and your family.

Mental Health First Aiders to support wellbeing – each school has at least one MHFA who can provide additional support where needed.

£250.00 annual Wellbeing Fund for personal development paid in your birthday month – use this contribution to start a new hobby or to treat yourself.

Employee Assistance Programme – [listening@melroseeducation.com](mailto:listening@melroseeducation.com); therapist access; and counselling – there may be times in your life where you need to speak to someone in a strictly confidential way – we can pay for you to have access to a therapist or counsellor when needed.

Bike 2 Work Scheme – want to use your bike to get to work? We can support you in purchasing a bike which you can pay for, tax free, via salary sacrifice.

Breakfast, fruit, lunch, snacks, and drinks – where possible we want to ensure you are not hungry or thirsty so will provide you with refreshment and nourishment.

Doctor Line – your Westfield Foresight membership gives you telephone access 24/7 to a GP.

Health Care Cash Plan for dental, optical, physio, and more – you can gain cash back for any payments made for essential treatments with your Westfield Foresight membership.

Eye tests and flu jabs – we will provide you with an eye test and/or flu jab voucher, on request, to help you stay well.

Surgery 1 Choices – we also offer this Westfield Health benefit to all employees – if you need an operation or procedure and the NHS waiting lists are too long, you can use this benefit to have your treatment – it covers over 60 surgeries that the NHS classifies as “non-urgent”.