

Schools' HR Bulletin

April 2026

Purpose of letter	For Information & Action
Target audience	All Governing Bodies All Head Teachers Teachers-in-Charge of Pupil Referral Units School Business Managers
Date of Edition	All Bulletin April 2026

Dear Colleagues,

We hope you are well and had a rested half term.

Local Government Pay 2026 – Employers' Offer

On 24 March 2026, the National Employers made a full and final one-year pay offer under the NJC for Local Government Services, covering the period 1 April 2026 to 31 March 2027. The offer proposes a 3.30% consolidated increase to all NJC pay points 3 to 43, and to pay points above the NJC maximum but below deputy chief officer level, alongside a 3.30% increase to all NJC allowances.

The Employers have rejected other elements of the Trade Union pay claim, including a minimum £15 per hour rate, a reduction in the working week, an additional day of annual leave, paid term-time leave for school staff, and changes to Level 1 Teaching Assistant roles. The offer reflects financial pressures on councils and is intended to support timely agreement and avoid delays to implementation.

The above is only a proposed offer and is yet to be agreed.

DfE Online Survey

The School Account team in DfE are developing an online service that brings trusted DfE tools, guidance, and services together in one place. This aims to help Schools and Trusts save time and reduce administrative burden.

To help DfE do this, they want to understand how you find and use DfE information, to enable them to design a service that meets your needs.

DfE are inviting

- School Business Managers,
- School Business Professionals, and
- School and Trust Leaders to complete a short survey.

Barking & Dagenham

DfE is keen to hear from you if your role involves funding, Finance, Compliance, HR, Procurement, Estates, or Statutory Returns.

Estimated completion time for the survey is around 10 minutes. Your feedback matters whether you use DfE guidance and services often or rarely.

Follow this link to complete the online survey: [DfE - Digital Services Survey for Schools](#)

Job Evaluations

Under the Greater London Provincial Council (GLPC) Job Evaluation Scheme, job evaluation is not limited to new posts only. All roles that fall within scope should be formally evaluated to ensure pay is fair, consistent and compliant with equal pay legislation.

Permanent and substantial changes to duties may also warrant evaluation, provided those changes are **fully reflected in an updated job description**.

Where a post has never previously been job evaluated, the grade applied has no formal underpinning and this can create equal pay, employee relations and governance risks for the school.

For this reason, historic or long-standing roles that have not been evaluated should be regularised through the job evaluation process.

Where a role has **not** been evaluated:

- The applied grade has no formal justification
- Salary placement may be challenged as arbitrary or inconsistent
- Incremental progression may be built on an unsound grading decision

In practice, this exposes the school to:

- Equal pay claims
- Back-pay challenges (even where unintended)
- Trade union disputes

Therefore, schools should as a starting point review and confirm that the job description accurately reflects the duties and responsibilities required of the role as it currently stands, using the approved Schools job description template. Job evaluation is based strictly on the job description, not on the individual post-holder or undocumented duties.

Once the job description has been reviewed and agreed between the employee and school, please send onto schoolshradvisory@lbbd.gov.uk stating that the role is being submitted because it has not previously been evaluated.

Local Government Pension Scheme Changes – Authorised Unpaid Absence

The Government has recently been consulting on several scheme changes to address the Gender Pensions Gap. With effect from 1 April 2026, pension contributions are compulsory for a period of authorised unpaid leave of **14 days or less** that starts on

1 April 2026 or later.

Any authorised unpaid leave periods of 15 days or more **will not** have pension contributions deducted from the unpaid leave period, but you will have the option to buy back this period.

This change does not apply to a period of unpaid leave take because of a trade dispute (strike).

The compulsory contributions are based on 'lost pensionable pay'. This is the pay that would have received if you had been at work and receiving your 'normal' pay instead of taking unpaid leave. 'Normal' pay is based on your contractual pay.

Please note this only applies to staff in the Local Government Pension Scheme and not Teachers.

Please see the Intranet Page for more information: [Local Government Pension Scheme Changes](#)

The Menopause Health Check

LBBD Occupational Health Service are now offering free Menopause Health Checks with a dedicated menopause nurse.

While not a substitute for medical advice, the service provides valuable guidance and support during what can be a challenging time.

For further information and to book a health check, please see the attached Menopause Health Check Flyer.

Yours sincerely,



Schools HR Advisory Service

schoolshradvisoryteam@lbdd.gov.uk

Feedback on the Service can be submitted regarding the Schools HR Advisory Service via the following link: [Feedback Survey 2026](#)