



# Support staff at Headington Rye Oxford in 2024

Working at Headington Rye Oxford means you are an important part of a hard working and fun team. We employ many support staff in roles such as catering, administration, housekeeping, theatre, finance, gardens and grounds, marketing and admissions etc.

As well as working in a beautiful setting with fantastic facilities, gardens and grounds, you will be able to take advantage of the many benefits Headington Rye Oxford has to offer.

- Membership of an excellent support staff **pension scheme**,
- **Generous holiday entitlement** based on 30 days per year plus eight bank holidays for a full time, all year round member of staff.
- A **generous salary scale** with annual reviews and an excellent record of promoting talented people internally.
- **Enhanced maternity and paternity pay** following a qualifying period.
- **Generous sick pay** following a qualifying period.
- **Free life insurance** for permanent staff.
- Free access to the **Employee Assistance Programme**, a confidential 24/7 helpline that offers support on a range of issues.
- Discount on **holiday activity clubs** run on site.
- In accordance with the School's policy (which may be subject to change), up to 50 per cent **fee remission** for daughters attending Headington Rye Oxford Senior and Prep Schools and up to 20 per cent fee remission for boys attending Magdalen College School (under a reciprocal agreement) and subject to the terms of their policy. Fee remission is pro rata for part time staff who work at least 50 per cent of a normal week.
- **Free restricted parking** onsite for all staff.
- **Discount on bus pass** for work travel using Oxford Bus Company following a qualifying period
- **Cycle to work scheme** (from April 2023)
- **Bike storage**
- Excellent **transport links**

## BENEFITS

- An excellent **hot school lunch** on working days, including vegetarian and vegan options. **Hot drinks and fruit** are available in the staff room, and **afternoon sandwiches or cake** are provided in the Senior School staff room at 4.00 pm during term-time.
- Access to a broad programme of **staff wellbeing activities** including access to the **gym, swimming pool, step & tone** and **zumba** classes, a popular **book club** and **staff choir**. **Staff social events** take place regularly throughout the year.
- Access to the fabulous **school library** and many fantastic digital resources and online publications
- Term-time only staff benefit from **shorter terms than state schools** and a **two-week break in October**.
- Some staff, depending on their role, may be able to take advantage of **flexible working** as agreed with their Line Manager.

## WORK/LIFE BALANCE