



**BLACKHEATH**  
PREP

## **Employee Benefits** Information for Staff





## Employee Benefits

Blackheath Prep recognises the importance of offering its employees a generous benefits package. This helps motivate our staff and positively contributes towards improving wellbeing and engagement.

We currently offer the following benefits:

### Financial Benefits

#### Generous Pension Scheme



Our pension schemes are administered by the Teachers' Pension Scheme for teaching staff, and NEST for non-teaching staff. As an employee you will be automatically enrolled into our qualifying scheme after three months of service. All staff can access their online pension account where you can view and manage your pension pot. Please contact the school's Accounts Manager for more details.

#### Life Assurance Cover

Teaching staff are insured via the Teachers' Pension Scheme.

Non-teaching staff are insured 2x their annual salary in the event of death whilst employed at Blackheath Prep. Staff are covered under this scheme from the date of joining and the cover ceases at the age of 65, or on the date of leaving (whichever is earlier). The pay-out does not form part of your estate at death and is therefore free of inheritance tax. As such it will be paid to your beneficiaries separately and well in advance of your estate being settled.



#### Career Progression, Training and Development

Blackheath Prep is keen to support personal development and provides a range of learning opportunities to support staff training, including interest-free loans for personal development and training courses.

#### School Fee Remission

During employment staff are entitled to benefit from the school's fee remission scheme if their child is enrolled as a pupil of Blackheath Prep. This benefit is only available to employees on permanent contracts.

## Wellbeing benefits

### Leave Policy

Our Leave of Absence Policy aims to support staff with dependents emergencies, for compassionate reasons and for occasions such as moving home or undertaking public duties.

### Enhanced Sick Pay Entitlement

Blackheath Prep provides an enhanced sick pay entitlement which is more generous than the statutory minimum. Full details are provided in staff contracts of employment.

### Access to Work Mental Health Support Service



This support service is free and confidential and available to any member of staff who is experiencing difficulties at work due to depression, anxiety, stress and/or other mental health condition. The service is delivered by a team of Vocational Rehabilitation Consultants who are fully trained professionals with expertise in mental health and its impact in the workplace.

### Free Annual Eye Test

Blackheath Prep will reimburse the cost of an annual eye test (up to £30) for all staff who regularly work with Display Screen Equipment (DSE). It is valid for a full eye and eyesight test conducted by an optometrist or doctor, including a vision test and an eye examination. Staff are eligible for this benefit once they have passed their probation period. Please get in touch with the school's HR Manager for further details.

### Annual Flu Vaccination

We offer free workplace flu vaccinations to our staff. Please contact the School Nurse for more information.

### Free Lunches, Snacks and Tea/Coffee

During term-time we offer all staff free lunches. These are provided by our caterer Holroyd Howe and are freshly prepared and packed with nutritious ingredients. We also offer daily morning snacks and tea/coffee.



### Staff Social Activities

Staff social events happen throughout the year, including an annual summer party and Christmas party.

## Travel benefits

### Season Ticket Loan

Staff can apply for an interest-free loan for bus, rail, underground or DLR annual season tickets. The loan is repaid in 10 instalments by deduction from your monthly salary commencing on the month following purchase of the ticket. The outstanding balance of the loan is repayable in full on leaving the employment of Blackheath Prep. Staff are eligible to apply for this loan once they have passed their probation period.



### Bike2Work Scheme



As part of the Government's Green Transport Plan, we offer all staff the opportunity to save up to 42% on the cost of bicycles and equipment. The Bike2Work Scheme operates as a 'salary sacrifice' employee benefit, whereby part of your salary is exchanged for a bike and/or accessory. The salary sacrifice is taken from your gross salary (before tax) which means that you will pay less income tax and national insurance. Staff are eligible to apply for this scheme once they have passed their probation period.

This list is reviewed regularly to ensure it reflects the changing needs and interests of our staff members. We always welcome your feedback and suggestions.