

## **Recruitment incentive payment** **Information Sheet - Support Staff**

A £500 recruitment incentive (R&R) payment for successful candidates applying directly to RLT for this role, is payable as 2 payments of £250 each. The first payment will be made after a qualifying period of 3 full months in this role. The second payment will be paid after 6 months service in the role has been completed.

In order to qualify for this payment, you will need to apply directly to RLT (not via any agency). If you're offered the role as part of your recruitment information we will send you a recruitment incentive payment confirmation letter.

If you already work for us in another RLT school, payment will be 3 months after your start date at your new school and then again after 6 months in this role in the new school. If you already work for us in the same school, your application for the role must be a promotion and the payments will therefore be payable 3 and 6 months after your start date in the new role.

If you leave the role before 3 months you will not receive the payment or any part of it. If you leave the role before 6 months, you will not be eligible to receive the second payment or any part of it (though you will not be required to pay back the first payment).

Amounts are fixed irrespective of FTE and are therefore not pro rata for part time roles.

All payments are subject to tax and NI and are processed through the payroll and the payment will be considered pensionable pay.