

When will I be paid?

WORK BETWEEN THESE DATES		PAY DAY
01/06/2025	30/06/2025	25/07/2025
01/07/2025	31/07/2025	23/08/2025
01/08/2025	31/08/2025	25/09/2025

What can I expect in my final pay packet?

- ✓ As we offer short term contracts, any outstanding holiday which you are owed will be paid to you.
- ✓ If you had paid to join the DBS update service as part of your pre-employment checks with Stafford House Study Holidays, the cost for this will also be returned in your final pay. **This is only possible however, if you have provided us with the emailed receipt sent to you by the DBS.** (You would have received this when joining the update service). If you have any issues obtaining your receipt, please speak with your Talent Coordinator.

Why is my pay monthly when working for Stafford House International?

Stafford House is a year-round school, rather than a pop-up centre. This means that you are added to our standard payroll system which pays monthly.

How do I obtain a National Insurance Number?

Candidates arriving from abroad who do not already have a National Insurance number can easily apply for one. Please head to: <https://www.gov.uk/apply-national-insurance-number>

Where can I find details of my pay rate?

Your pay rate can be found in your offer letter email, along with details of any increments or bonuses that have been agreed. Once your contract is issued as part of your offer pack, you will be able to see your pay rate there too.

Any questions - please contact

Payroll: payroll@catsglobalschools.com

HR: HR@catsglobalschools.com