



SUMMARY OF CONDITIONS OF SERVICE – SUPPORT STAFF

Salary Scales

Pay spines are reviewed by the Corporation once a year. In deciding on levels of pay the Corporation will, subject to budgetary considerations, normally intend to implement the recommendations of the national Committees for Teaching and Support Staff reached in agreement with the Sixth Form College's Forum. The current pay spines are available from the Personnel Manager and are dependant on skills and experience. Where a post is part time, the salary will be pro rata.

Payment of Salaries

Salaries are paid by credit transfer to a nominated account on the last working day of each month.

Pension

Employees of the Corporation are eligible to join either the Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Support Staff). All new appointees will receive the appropriate information with their offer of employment letter.

Probation

Newly appointed staff are subject to a period of probationary service of 6 months. During the probationary period employees are supported by their line manager, and will be expected to establish their suitability for the appointment.

Continuous Service

An employee's continuous service for statutory employment rights dates from the date of commencement of service with the College. Previous continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification)) Orders will be included in calculating entitlement to a redundancy payment, maternity pay and leave, sickness pay and leave and annual leave.

Appraisal

All staff will participate in the College's annual Professional Review Scheme.

Annual Leave

The annual leave period is from 1 April to 31 March. Full year staff (52 week contract) are entitled to the following annual leave:

Minimum leave – 25 working days
Plus public holidays

Note: Up to a maximum of 4 days must be taken during the Christmas holiday closure.
Holiday entitlement is pro rata for part time staff

Working Time

Full time employees normally work 37 hours per week excluding meal breaks. A standard working week is 8.30am – 4.30pm Monday – Thursday (4.00pm Friday). Start and finish times may be flexible by arrangements with your line manager.

NON-CONTRACTUAL SUMMARY

College Handbook

A College Handbook is available on the College Intranet and from the Personnel Department. The handbook is an important source of reference on all matters of College policy and procedures.

Childcare Vouchers

The College operates a childcare voucher scheme with Busy Bees, the UK's largest provider. For more information on the scheme visit www.busybees.com. (note: this is a non-contractual scheme)

Equality and Diversity

The College operates an Equality and Diversity Policy in respect of employment, training and promotion. There is a genuine commitment that all applicants will be treated equally without regard to race, colour or ethnic origin and irrespective of creed, beliefs, sex, disability, age, marital status or sexual orientation.

Training and Development

The College has a positive commitment to staff training and development and provides support for all staff in accordance with its Equality and Diversity Policy. Training is designed to meet needs identified by staff in conjunction with their line managers. The College has been awarded the “Investors in People” Status.

General

- Car parking is available on site.
- The College operates a ‘no smoking policy’ which aims to provide a smoke-free environment for the health and comfort of staff, students and visitors.
- There is a canteen at the College which provides a varied menu, including snacks and light refreshments at a reasonable cost. Staff are encouraged to visit the Staff Room during break where free refreshments are provided.