Conditions of Service – Services

## Working Hours/Working Weeks

For this post the normal working hours will be between the hours of 8:30am – 5:00pm Monday to Thursday, with 4:30pm finish on Friday. The normal working week will not be less than 37hours.

## Annual Leave

Leave entitlement is 30 days per annum, plus statutory public holidays. The leave year runs from 1st September to 31st August. The leave entitlement of staff who join during the year will be pro rata to the full entitlement.

## Contract Type

This contract is a standard college fixed term, full time staff contract.

## Probationary Period

Confirmation of your appointment will be subject to the satisfactory completion of a probationary period of 6 months. During this period you will be expected to establish your suitability for the post and to decide whether you wish to continue with this employment.

## Pension

A pension scheme is in operation through the Local Government Pension Scheme. The contribution rate is variable dependant on your gross salary but ranges from 5.5% to 7.5% and is deducted on a monthly basis.

## Method of Payment

Salaries are paid monthly on the 27th day of the month, or the nearest working day if this should fall on a weekend or bank holiday. You will be required to have an account with a bank or building society, which can accept a direct credit transfer.

## Medical Report

Upon appointment, you will be required to complete a Medical Questionnaire and may be required to undergo a medical examination, this must be completed 2 weeks prior to your start date.

**Disclosure & Barring Check**

The post is subject to a Disclosure & Barring Checkwith the Disclosure & Barring Service, this must be completed 2 weeks prior to your start date.

## Representation

The College recognises the following Trade Unions for raising matters of concern – UCU, UNISON, UNITE.

**Business Travel**

All staff members that are required to travel to locations other than their primary place of work (including between campuses) for the purpose of conducting College business are required to obtain business insurance for their vehicle. Mileage claims will not be reimbursed without proof that business insurance is in place.

## Car Allowances

A staff travel and subsistence policy is in operation at the College and staff traveling on College business can claim a mileage rate for using their car (40p per mile as of January 2019). The College does not operate a car loan scheme.

## Additional Employment

Staff are not allowed to engage as an employee, consultant, partner, proprietor or director of any other business without prior written consent of the Principal.

## Smoking

A no smoking policy is in operation throughout the College.

**Health and Safety**

All staff must observe and be aware of Health and Safety documentation and procedures in line with College policy. All staff must recognise it is all of our responsibility to ensure we work in a healthy and safe environment and to report any concerns to the appropriate person immediately.

## Safeguarding children, young persons and vulnerable adults

All staff must demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy, and to report any concerns to the designated person within the College immediately.  Staff are required to undertake the online LSIS safeguarding and safer recruitment assessment and present the certificate to HR before starting the role.

## Equality & Diversity

All staff must be aware of the policy to promote equality and diversity and be willing to put it into practice.

NB – The details shown under the heading “Conditions of Service” are for broad information only and must not be taken as a complete or authoritative statement. In no way do they constitute a contract of employment.