

## Conditions of Service

<b>Contract Type</b>	Fixed Term until 31st July 25																														
<b>Grade</b>	7																														
<b>Salary</b>	£26,885 - £29,379																														
<b>Pay Date</b>	27 <sup>th</sup> of each month																														
<b>Probationary Period</b>	6 months																														
<b>Hours of work per week</b>	37																														
<b>Annual Leave Entitlement</b>	26																														
<b>Annual Leave Year</b>	1 September – 31 August																														
<b>Bank Holidays</b>	8 public holiday's, extra statutory and 10 College closure days in addition to annual leave entitlement																														
<b>Pension</b>	<p>You will automatically become a member of the Local Government Pension Scheme. You can opt out of the scheme within three months of taking up the post.</p> <p>As from the 1<sup>st</sup> April 2022 contributions will vary dependent on salary as below:</p> <table border="1"> <thead> <tr> <th>Band</th> <th>Whole-time pay</th> <th>Contribution rate</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Up to £15,000</td> <td>5.50%</td> </tr> <tr> <td>2</td> <td>£15,001 to £23,600</td> <td>5.80%</td> </tr> <tr> <td>3</td> <td>£23,601 to £38,300</td> <td>6.50%</td> </tr> <tr> <td>4</td> <td>£38,301 to £48,500</td> <td>6.80%</td> </tr> <tr> <td>5</td> <td>£48,501 to £67,900</td> <td>8.50%</td> </tr> <tr> <td>6</td> <td>£67,901 to £96,200</td> <td>9.90%</td> </tr> <tr> <td>7</td> <td>£96,201 to £113,400</td> <td>10.50%</td> </tr> <tr> <td>8</td> <td>£113,401 to £170,100</td> <td>11.40%</td> </tr> <tr> <td>9</td> <td>£170,101 or more</td> <td>12.50%</td> </tr> </tbody> </table>	Band	Whole-time pay	Contribution rate	1	Up to £15,000	5.50%	2	£15,001 to £23,600	5.80%	3	£23,601 to £38,300	6.50%	4	£38,301 to £48,500	6.80%	5	£48,501 to £67,900	8.50%	6	£67,901 to £96,200	9.90%	7	£96,201 to £113,400	10.50%	8	£113,401 to £170,100	11.40%	9	£170,101 or more	12.50%
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<b>Medical</b>	All employees must undergo a health check and may be required to undergo a medical examination																														
<b>Smoking</b>	The College has a total no smoking policy within the College buildings, grounds and car parks																														
<b>Place of work</b>	Members of staff may be required to work on either a temporary or indefinite basis at any premises within a reasonable daily travelling at which the College currently has or may subsequently acquire or at any premises at which it may from time to time provide services																														

<b>Performance Review</b>	You are required to participate in the College's Performance Review Scheme
<b>Notice by the College</b>	This job can be terminated by the College by giving 3 months' notice after completion of a probationary period or extension of that probationary period (except in the case of gross misconduct where your employment may be terminated without notice)
<b>Notice by member of staff</b>	You can terminate employment at any time by giving the College 1 months' notice in writing
<b>Offer of Appointment</b>	<p>An offer of appointment is subject to:-</p> <ul style="list-style-type: none"> <li>• A medical report satisfactory to the College</li> <li>• Receipt of documentation to prove eligibility to work in the UK</li> <li>• Receipt of references satisfactory to the College</li> <li>• Receipt of all original copies of relevant certificates or evidence of qualifications gained</li> <li>• Successful completion of a probationary period</li> <li>• Receipt of an enhanced DBS Disclosure to the satisfaction of the College. You may be required to provide additional information if you are a non-British citizen or have lived overseas</li> </ul>

**Date: 17/07/24**

**Job reference:**

End of Document