

## Conditions of Service

<b>Contract Type</b>	Permanent
<b>Grade</b>	6
<b>Salary</b>	Salary: £23,888-£26,111 per annum, pro-rata, all year round Actual Salary: £9,684 - £10,585 per annum
<b>Pay Date</b>	27 <sup>th</sup> of each month
<b>Probationary Period</b>	6 months
<b>Hours of work per week</b>	15.00
<b>Annual Leave Entitlement</b>	26 - Pro-rata for part time roles
<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>	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.  You can check the current contribution rates by following this link: <a href="#">How much do I pay?   Avon Pension Fund</a>
<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>	An offer of appointment is subject to:- <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:**

**Job reference:**

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