

Conditions of Service

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| Contract Type | Permanent |
| Grade | 5 |
| Salary | £23,088 - £23,191 (pro rata) |
| Pay Date | 27 th of each month |
| Probationary Period | 6 months |
| Hours of work per week | 23 |
| Annual Leave Entitlement | 26 - Pro-rata for part time roles |
| Annual Leave Year | 1 September – 31 August |
| Bank Holidays | 8 public holiday's, extra statutory and 10 College closure days in addition to annual leave entitlement |
| Pension | <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>You can check the current contribution rates by following this link: How much do I pay? Avon Pension Fund</p> |
| Medical | All employees must undergo a health check and may be required to undergo a medical examination |
| Smoking | The College has a total no smoking policy within the College buildings, grounds and car parks |
| Place of work | 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 |
| Performance Review | You are required to participate in the College's Performance Review Scheme |
| Notice by the College | 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) |
| Notice by member of staff | You can terminate employment at any time by giving the College 1 months' notice in writing |
| Offer of Appointment | <p>An offer of appointment is subject to:-</p> <ul style="list-style-type: none"> • A medical report satisfactory to the College • Receipt of documentation to prove eligibility to work in the UK • Receipt of references satisfactory to the College |

- Receipt of all original copies of relevant certificates or evidence of qualifications gained
- Successful completion of a probationary period
- 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

Date:

Job reference:

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