

## Conditions of Service

Contract Type	Permanent
Salary	Grade 5, £25,451 to £25,995
Pay Date	27 <sup>th</sup> of each month
Probationary Period	6 months
Hours of work per week	37 hours
Annual Leave Entitlement	25 days – 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	The Nest rate is 5% employee contributions and 4% employer's contributions.
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 3 months' notice in writing
Offer of Appointment	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> </ul>

- 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: 00000**

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