



## **SUPPORT STAFF CONDITIONS OF EMPLOYMENT**

### **Annual Leave**

<b>0-5 years service</b>	<b>5 years to 10 years service</b>	<b>10 years plus</b>
25 days	28 days	30 days

Employees also have an entitlement to 12 other days per year. These are made up of 8 Bank Holidays and 4 extra-statutory/concessionary days. The 4 extra-statutory/concessionary days will be added to employees annual leave.

**NOTE: Term time only posts include the above annual leave entitlement but this is built into the salary.**

### **Hours of Work**

Full time equates to 36.5 hours per week.

### **Pensions**

Staff will be entitled to participate in the Local Government Pension Scheme, subject to its terms and conditions. Contribution rates currently range from 5.5% to 12.5% depending on actual salary.

### **References & Health Declaration**

All Plantsbrook Learning Trust appointments are subject to receipt of at least two satisfactory references. The successful applicant will be asked to complete a pre-employment health declaration form.

### **Enhanced Disclosure**

The successful candidate will be requested to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DSB), although a criminal record will not necessarily be a bar to obtaining the position.

### **Rehabilitation of Offenders Act 1974 (exceptions) Order 1975**

#### **WORKING WITH YOUNG PERSONS UNDER AGE 18**

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: <https://www.gov.uk/government/news/dbs-filter-certain-old-and-minor-cautions-and-convictions-reprimands-and-warnings-from-criminal-record-certificates>

Please disclose any relevant previous convictions – a failure to do so is likely to result in dismissal should it later be discovered. Any information given in this application or on interview will be treated entirely as confidential and will be considered only in relation to this application.

### **Probationary Period**

All Plantsbrook School appointments are subject to the satisfactory completion of a 6-month probationary period.

## **STAFF BENEFITS**

### **THE HEALTH SCHEME FROM BHSF**

Staff can volunteer to pay into the BHSF health cash plan which is designed to take the financial burden out of looking after your health. As an employee, you benefit from corporate rates, which are approximately 30% lower than direct premiums. Premiums can be deducted directly from your salary and start from £7.63 per month or £13.65 per month for a family membership.

### **BHSF CONNECT**

The School's Employee Assistance Programme is BHSF Connect.

BHSF Connect is a mobile solution that extends beyond the workplace, providing you with 24/7 access to a range of health and wellbeing services.

### **TAX-FREE BIKES FOR WORK – CYCLE SCHEME**

Plantsbrook are part of the Cycle Scheme which means you are able to sign up to the scheme in order to obtain bicycles and safety equipment whilst saving income tax and national insurance. You can obtain a bicycle and safety equipment up to a limit of £1000. The scheme works by having the bike and equipment cost taken from your gross salary. Hence you can spread the cost of a new bike over either 12 or 18 months.

### **CHILDCARE VOUCHERS**



Childcare vouchers are a Government initiative aimed at helping working parents. Parents can receive childcare vouchers free of tax and National Insurance via salary sacrifice, which means you receive your vouchers instead of part of your salary.