SUPPORT STAFF CONDITIONS OF EMPLOYMENT

Annual Leave

0-5 years service	5 years to 10 years service	10 years plus
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 in to 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 £6.76 per month or £12.57 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.

COMPUTING SCHEME

Plantsbrook is also part of the Computing Scheme which means you are able to sign up to the scheme to purchase the latest ICT equipment, via the website, making savings on National Insurance at your nominal rate, that's up to 12% for basic rate and 2% for higher and additional taxpayers. You can spread the payments on a monthly basis over 24 months from your gross salary, with no interest charged.

CHILDCARE VOUCHERS

KiddiVouchers

Childcare vouchers are a Government initiative aimed at helping working parents. Parents can receive up to £243 a month of childcare vouchers free of tax and National Insurance via salary sacrifice, which means you receive your vouchers instead of part of your salary.