



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 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.