



## **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

### **Support Staff Manager**

#### **Working Hours and Week**

The normal College working week is 37 hours per week (excluding breaks), and is pro-rated if part time.

The College opening hours are from 0800 to 2200 Monday to Friday and 0800 to 1400 Saturday, with your daily hours arranged to fall at any time within this span of hours in consultation with you. The core hours of work are Monday to Thursday 8.45am to 5.15pm and Friday 8.45am to 4.45pm.

#### **Salary**

The salary bands for the above posts have been agreed between the Corporation and the recognised Trade Union (s) and the salary placement policy will be used to determine your placement on the scale.

Annual increments may be payable accordance with the college progression policy and are awarded from the 1st August until the maximum of the banding is reached.

Your salary is paid monthly, in arrears, by credit transfer on the 23<sup>rd</sup> of each month.

#### **Travel Expenses**

You may be required to travel in pursuit of your duties, and the College will reimburse the cost of travel and expenses at whatever rates are approved by the Corporation. Travel expenses are not payable for normal home to work travel on any day/hours designated as being within the normal working week.

#### **Annual Leave**

The leave year runs from the 1st August to the 31st July.

Your paid annual holiday entitlement will be all public holidays normally observed in England plus 35 days. (Pro – rata if part time or employment commences part way through the year). This is inclusive of up to 5 days which must be taken in the period between Christmas and New Year when the College closes. In addition to your annual leave you will receive a day off on your birthday on us!

## **Pension Schemes**

A generous pension scheme is available to all staff. All support staff are automatically entered into the Local Government Pension Scheme (LGPS), unless they opt out.

## **Probation**

The College is committed to providing all new starters with a comprehensive probation programme, tailored to the individual requirements of the role.

You are appointed on the basis of an initial probation period as below, during which suitability for the post will be assessed.

- 6 months for apprentices
- 6 months for all support staff

## **Recruitment Clearance**

The offer of appointment is subject to the following conditions:

- Satisfactory medical clearance by the College's Occupational Health Adviser
- Satisfactory references
- Satisfactory Enhanced Disclosure & Barring Service. Until clearance is received there will be restrictions on working with vulnerable adults and young people
- Evidence of qualifications relevant to the role
- Attendance of training programmes that have been identified to meet your development needs
- Documentation to support your eligibility to work in United Kingdom.