

## **Huish Education Terms of Employment**

Huish Education Services (HES) are a subsidiary company of Richard Huish Trust and provide the cleaning and catering services across the Trust schools which include a 6th Form College, 1 secondary school, 5 Primary schools, 3 All Year-Round Nurseries and 2 Term time Only Nurseries.

All appointments are subject to Safer Recruitment checks including a criminal background check (DBS). Your start date will be confirmed on completion of these checks.

Statutory training will need to be completed before you join your team within the schools.

### **Salary**

Salaries are reviewed on an annual basis and are paid equally over 12 months by credit transfer on the last day of each month.

### **Working Weeks**

HES roles can be on an 'all year round' basis or term time only plus additional weeks dependent on the role.

All year round means you are paid for 52.2 weeks per year and will have a holiday entitlement given to you to book as and when required.

Term time means you will work for 38 or 39 weeks per year dependent on the role. Your leave entitlement is paid in addition to these weeks. Leave can only be taken during school holidays. School calendars are reviewed annually and can vary from school to school.

### **Schools**

Huish Education currently supply staff to

Richard Huish College

Pyrland Secondary School  
Lyngford Park Primary School  
Nerrols Primary School  
North Curry Primary School  
North Town Primary School  
West Buckland Primary School

Your employment will be based at one of the schools but you may be required to work at any of the others if the need arises

### **Absence**

All absence including sickness must be reported to your line manager and the school you are based at.

You may be entitled to be paid if you're not able to work due to sickness or injury ('incapacity'). Your sickness entitlement is Statutory Sick Pay (SSP) only. If your earnings reach the statutory level, you will receive SSP after 3 waiting days

You may also be eligible to other statutory leave including, but not limited to, maternity, paternity, Shared Parental, Carers and bereavement leave

### **Pension**

Huish Education contributes to the NEST Pension Scheme. Contributions are made basis of qualifying earnings: 5% from employees (including tax relief if applicable), plus 8% from HES.

If eligible, for Auto Enrolment you will become a member from the first day of the month after your start date. Further details can be found at [nestpensions.org.uk](https://nestpensions.org.uk)

### **Staff benefits\***

Pension scheme – a higher employer contribution rate than the statutory requirement (currently 8%)

Eye Test Vouchers – Free eye test vouchers

Flu Vaccination vouchers – Free vouchers for staff not eligible to a free voucher from elsewhere.

Shopping discounts – access to discounted shopping vouchers