

CONDITIONS OF SERVICE FOR SUPPORT STAFF

Summary for Applicants

This post is subject to the conditions of service agreed by the National Joint Council for Local Government employees and those agreed locally by the Governors of Myton School.

Working Hours

Your normal working week will be as specified in the job description. The standard working week for full-time employees is 37 hours a week. The job description will specify whether your post is for work during term-time only, whether you are required to work on Training days, and/or during school holidays.

Salary and increments

The salary is based on an incremental scale. Subject to satisfactory service and at least six months' service in the grade, an increment is payable on 1st April each year until the maximum of the grade is reached. For term-time employees, the annual salary is calculated on the number of weeks worked plus a pro-rata holiday entitlement and paid in equal monthly instalments throughout the year or for the duration of the contract.

Probation Period

This appointment is subject to a 1½ term or six-month probationary period.

Notice Period

You are required to give one month's notice in writing to terminate your employment.

Annual Leave

21 days annual leave entitlement plus 12 Bank/Additional Holidays, rising to 25 days after 5 years' service (all leave calculations will be on a pro-rata basis for part-time staff).

Pre-employment checks

Criminal Record: All employment within a school requires an Enhanced Disclosure from the Disclosure and Barring Service (previously the Criminal Records Bureau). It is therefore essential that you are willing to complete a Disclosure application if offered the post. The Disclosure will include details of any cautions, reprimands or final warnings, as well as convictions, including otherwise "spent" convictions and other relevant information, such as police enquiries and pending prosecutions. Further information can be found at <https://www.gov.uk/criminal-record-checks-apply-role> or contact the information line on 0870 90 90 811.

Eligibility to Work in the UK: Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live and work in the UK. The successful applicant is therefore required to produce one or more documents as specified in the Home Office list of approved documents as proof of his/her eligibility to work in the UK.

Qualification: The successful candidate will also be asked to produce original certificates for any qualifications they hold which are relevant to the post to which they are appointed.

Health: The successful candidate will be required to complete a confidential medical questionnaire which will be assessed by our Occupational Health provider to ensure that s/he is able to meet the requirements of the role. A medical examination by a registered medical officer may be required.

Pension provisions

If you are over 16 you will automatically join the Local Government Pension Scheme (LGPS) unless your employment is on a casual basis. If you have made, or wish to make, alternative pension arrangements (e.g. the State Earnings Related Pension Scheme or a personal pension from an independent provider) you must apply to 'opt out' of the Local Government Scheme.

Continuous service

Myton School is an Academy Trust and therefore an employee's continuous service starts from the date s/he join Myton School. The exception would be in the event of a redundancy where the academy recognises the effect of the redundancy payments (continuity of employment in local government, etc.) (modification) order 1999.