

Conditions of Service

Contract Type	Permanent																														
Grade	Facilities Officer																														
Salary	GBP 18,062 – GBP 19,656																														
Pay Date	27 th of each month																														
Probationary Period	6 months																														
Hours of work per week	38.75																														
Annual Leave Entitlement	26																														
Annual Leave Year	1 September – 31 August																														
Bank Holidays	8 public holiday's, extra statutory and 8 College closure days in addition to annual leave entitlement																														
Pension	<p>You will automatically become a member of the Local Government Pension Scheme. You can opt out of the scheme within three months of taking up the post.</p> <p>Contributions will vary dependent on salary as below:</p> <table><tr><td>Band</td><td>Whole-time pay</td><td>Contribution rate</td></tr><tr><td>1</td><td>up to 14,200</td><td>5.5%</td></tr><tr><td>2</td><td>More than £14,201 up to £22,100</td><td>5.8%</td></tr><tr><td>3</td><td>More than £22,101 and up to £35,700</td><td>6.5%</td></tr><tr><td>4</td><td>More than £35,701 and up to £45,200</td><td>6.8%</td></tr><tr><td>5</td><td>More than £45,201 and up to £63,100</td><td>8.5%</td></tr><tr><td>6</td><td>More than £63,101 and up to £89,400</td><td>9.9%</td></tr><tr><td>7</td><td>More than £89,401 and up to £105,200</td><td>10.5%</td></tr><tr><td>8</td><td>105,201 and up to £157,900</td><td>11.4%</td></tr><tr><td>9</td><td>£157,901 or more</td><td>12.5%</td></tr></table>	Band	Whole-time pay	Contribution rate	1	up to 14,200	5.5%	2	More than £14,201 up to £22,100	5.8%	3	More than £22,101 and up to £35,700	6.5%	4	More than £35,701 and up to £45,200	6.8%	5	More than £45,201 and up to £63,100	8.5%	6	More than £63,101 and up to £89,400	9.9%	7	More than £89,401 and up to £105,200	10.5%	8	105,201 and up to £157,900	11.4%	9	£157,901 or more	12.5%
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Medical	All employees must undergo a health check and may be required to undergo a medical examination																														
Smoking	The College has a total no smoking policy within the College buildings, grounds and car parks																														
Place of work	Members of staff may be required to work on either a temporary or indefinite basis at any premises within a reasonable daily travelling at which the College currently has or may subsequently acquire or at any premises at which it may from time to time provide services																														
Performance Review	You are required to participate in the College's Performance Review Scheme																														
Notice by the College	This job can be terminated by the College by giving 3 months' notice after completion of a probationary period or extension																														

of that probationary period (except in the case of gross misconduct where your employment may be terminated without notice)

Notice by member of staff	You can terminate employment at any time by giving the College 1 months' notice in writing
Offer of Appointment	<p>An offer of appointment is subject to:-</p> <ul style="list-style-type: none"> • A medical report satisfactory to the College • Receipt of documentation to prove eligibility to work in the UK • Receipt of references satisfactory to the College • Receipt of all original copies of relevant certificates or evidence of qualifications gained • Successful completion of a probationary period • Receipt of an enhanced DBS Disclosure to the satisfaction of the College. You may be required to provide additional information if you are a non-British citizen or have lived overseas

Date: 30 January 2019

Job reference: 00243

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