

## Conditions of Service

Contract Type	Apprenticeship – Fixed Term																																
Grade																																	
Salary	£20,000																																
Pay Date	27 <sup>th</sup> of each month																																
Probationary Period	6 months																																
Hours of work per week	37																																
Annual Leave Entitlement	26																																
Annual Leave Year	1 September – 31 August																																
Bank Holidays	8 public holiday's, extra statutory and 10 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>As from the 1<sup>st</sup> April 2022 contributions will vary dependent on salary as below:</p> <table><tr><th>Band</th><th>Whole-time pay</th><th>Contribution rate</th></tr><tr><td>1</td><td>Up to £15,000</td><td>5.50%</td></tr><tr><td>2</td><td>£15,001 to £23,600</td><td>5.80%</td></tr><tr><td>3</td><td>£23,601 to £38,300</td><td>6.50%</td></tr><tr><td>4</td><td>£38,301 to £48,500</td><td>6.80%</td></tr><tr><td>5</td><td>£48,501 to £67,900</td><td>8.50%</td></tr><tr><td>6</td><td>£67,901 to £96,200</td><td>9.90%</td></tr><tr><td>7</td><td>£96,201 to £113,400</td><td>10.50%</td></tr><tr><td>8</td><td>£113,401 to £170,100</td><td>11.40%</td></tr><tr><td>9</td><td>£170,101 or more</td><td>12.50%</td></tr></table>			Band	Whole-time pay	Contribution rate	1	Up to £15,000	5.50%	2	£15,001 to £23,600	5.80%	3	£23,601 to £38,300	6.50%	4	£38,301 to £48,500	6.80%	5	£48,501 to £67,900	8.50%	6	£67,901 to £96,200	9.90%	7	£96,201 to £113,400	10.50%	8	£113,401 to £170,100	11.40%	9	£170,101 or more	12.50%
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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																																

<b>Performance Review</b>	You are required to participate in the College's Performance Review Scheme
<b>Notice by the College</b>	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)
<b>Notice by member of staff</b>	You can terminate employment at any time by giving the College 1 months' notice in writing
<b>Offer of Appointment</b>	<p>An offer of appointment is subject to:-</p> <ul style="list-style-type: none"> <li>• A medical report satisfactory to the College</li> <li>• Receipt of documentation to prove eligibility to work in the UK</li> <li>• Receipt of references satisfactory to the College</li> <li>• Receipt of all original copies of relevant certificates or evidence of qualifications gained</li> <li>• Successful completion of a probationary period</li> <li>• 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</li> </ul>

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