

**TRAFFORD COLLEGE GROUP
SUMMARY TERMS AND CONDITIONS BUSINESS SUPPORT ROLES**

<u>Working Hours</u>	<p>You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities, normally 36.25 hours per week. You may from time to time be required to work on a Saturday, providing adequate notice has been given. If you are required to work regularly on a Saturday arrangements will be made to allow you to have two consecutive days off in the following seven-day period.</p> <p>Your working year will be one of 52 weeks. Your remuneration will be for 52 weeks to include your holiday entitlement, including public holidays.</p>
<u>Holidays</u>	<p>Annual leave is 28 working days for a full year based on a 5-day working week in addition to Public Holidays. Staff employed on temporary/fixed term contracts and term time only contracts will receive the appropriate leave on a pro-rata basis.</p>
<u>Payment</u>	<p>Staff are paid monthly by credit transfer on the 25th except where this date falls on a Saturday or Sunday in which case payment will be made on the preceding Friday.</p>
<u>Probationary Period</u>	<p>The successful candidate will be required to complete a probationary period of six months.</p>
<u>Notice</u>	<p>Following completion of the probationary period the Corporation may terminate your employment by giving you in writing whichever is the greater of 1 month notice or one week's notice for each year of service, up to a maximum of 12 weeks' notice. Staff employed on salary points 1-6 may terminate their employment at any time by giving the Corporation one month's notice in writing. Staff employed on salary scale SO1 or above will be required to give two months' notice in writing.</p>
<u>Smoking</u>	<p>The College operates a no smoking policy.</p>
<u>General</u>	<p>The successful candidate will be required to complete medical forms and undergo a full medical examination if required. Before employment commences the successful candidate will be required to provide:</p> <ul style="list-style-type: none"> • Proof of eligibility to work in Great Britain in accordance with the Asylum and Immigration Act 1996 • Disclosure check via Disclosure & Barring Service including a check of the barred lists if appropriate • Satisfactory references • Proof of Qualifications required for the role

CANDIDATES WHO HAVE NOT BEEN CALLED FOR INTERVIEW WITHIN THREE WEEKS OF THE CLOSING DATE SHOULD ASSUME THAT, ON THIS OCCASION, THEIR APPLICATION HAS BEEN UNSUCCESSFUL.