**TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD**

The post is offered on an Education Business Services (Stoke) Ltd contract.

**Conditions of Appointment**

All appointments are offered subject to a probationary period of up to twelve months, during which time, performance will be assessed. In addition, all appointments are subject to:

*• medical review*

*• verification of relevant qualifications*

*• receipt of references considered suitable by the Company*

*• a satisfactory Enhanced Disclosure & Barring check*

**Pension Arrangements**

Education Business Services (Stoke) Ltd staff have the opportunity to participate in the stakeholder pension scheme provided by Scottish Widows.

**Working Hours**

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities. The normal working week will be 37 hours timetabled attendance.

**Maternity, Paternity & Adoption**

The Company operates a Maternity, Paternity and Adoption schemes which provides for the normal statutory benefits.

**Sick Pay**

The Company has a scheme of sickness benefits, which are over and above the statutory sickness entitlements.

**Training and Development**

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the staff performance review system.

**Holidays**

Education Business Services (Stoke) Ltd management staff are entitled to 39 days plus 8 bank holidays (47 days in total). There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

**Staff Parking**

Free and generous parking space is available on site subject to availability at peak times.

**Salary Payments**

Salary is paid by direct credit transfer to your bank or building society account in 12 equal parts. Payment is made on the 27th day of each month or the next working day thereafter.

**Notice Periods**

The amount of notice you are required to give and entitled to receive is 3 months’. Fixed term appointments may be offered with a notice period of one week, depending upon the length of the fixed term. The notice period applicable during a probationary period is 1 week.

**Location of Work**

Your principal place of work will be at the site given in the job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the Company may from time to time provide services.

**Equality of Opportunity**

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.