

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 period of probationary service 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 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

The standard full time working week for all staff is 37 hours.

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 staff are entitled to 32 days plus 8 bank holidays (40 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 1 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.