

SOTC MANAGEMENT TERMS & CONDITIONS

Conditions of Appointment

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

- *verification of relevant qualifications*
- *receipt of references considered suitable by the College*
- *a satisfactory Enhanced Disclosure & Barring Service (DBS) check*
- *verification of Eligibility to Work in the UK*

Pension Arrangements

All staff have the opportunity to participate in a relevant pension scheme provided by the College, i.e., LGPS.

Working Hours

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

Maternity, Paternity & Adoption

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

Sick Pay

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

Training and Development

The College is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Check Ins scheme.

Annual Leave

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 to terminate your employment, is 3 months, or 6 months for Senior Post Holder appointments.

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 College may from time to time provide services.

Equality of Opportunity

We are 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.