

Conditions of Service

Contract Type	Permanent																														
Grade	Facilities Officer Grade																														
Salary	£24,140 + £2,000 sign on bonus* £1,000 on commencement with the college and £1,000 on successful completion of probation.																														
Pay Date	27 th of each month																														
Probationary Period	6 months																														
Hours of work per week	38.75																														
Annual Leave Entitlement	26 days																														
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 1st 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
Performance Review	You are required to participate in the College's Performance Review Scheme
Notice by the College	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)
Notice by member of staff	You can terminate employment at any time by giving the College 1 months' notice in writing
Offer of Appointment	<p>An offer of appointment is subject to:-</p> <ul style="list-style-type: none"> • A medical report satisfactory to the College • Receipt of documentation to prove eligibility to work in the UK • Receipt of references satisfactory to the College • Receipt of all original copies of relevant certificates or evidence of qualifications gained • Successful completion of a probationary period • 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

Date: 1.7.2022

Job reference: 00791

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