

FOOT CARE ASSISTANT
Terms and Conditions of Employment
(Effective 1 April 2026)

Contract: **15 hours per week, with potential for overtime**

Working Pattern: Two days per week. The standard working days and hours are Mondays, Tuesdays or Fridays 9.00am to 5.00pm with a 30 minute unpaid lunch break.

Offer of Employment: Subject to two written references satisfactory to Age UK. At interview stage, candidates may be requested to agree to telephone references being obtained.

Employment: Subject to a six-month probationary period with a three and five month review

Medical Clearance: All offers of appointment are subject to medical clearance. This normally requires the completion of a medical questionnaire only but may involve an examination. The Executive Director's decision is final as to whether or not a medical report is satisfactory.

Disclosure of Record: The successful applicant is required to apply to the Disclosure Barring Service (DBS) and any offer of employment will be subject to receipt of a satisfactory Enhanced Disclosure certificate.

The organisation reserves the right to recover the full cost of a DBS check (currently £53 plus VAT) should an employee leave their employment before the end of the six-month probationary period.

Base:

Mondays: Clarence House, 46 Humberstone Gate, Leicester, LE1 3PJ

Tuesdays or Fridays: Thorncroft, 244 London Road, Leicester, LE2 1RH

(Cost Centre No. 779)

This post requires flexibility to work at other centres/venues, including providing services in people's own homes.

Age UK Leicester Shire & Rutland reserves the right to change your place of employment to any other designated site within Leicestershire.

Mileage Rate:	Private car user mileage is currently £0.40 per mile.
Salary:	£12.87 - £13.40 per hour Payments made will be paid monthly directly into bank or building society
Annual Leave:	Leave year from 1st April - 31st March 25 days leave per annum plus public and statutory bank holidays plus two concessionary days of Christmas Eve (or a day in lieu of Christmas Eve in the week before or after where Christmas Eve falls at a weekend) and the Tuesday following Easter Monday. Pro rata for part time roles.
Sick Pay Scheme:	Entitlement is subject to receipt of confirmation of employment.

SERVICE BETWEEN	BENEFITS (per calendar month)
6 calendar months and 1 year	1 month full pay 1 month half pay
1 and 3 years	2 months full pay 2 months half pay
After 3 years	3 months full pay 3 months half pay

Please note that sick pay will not be paid for the first three days of absence

Pension Scheme:	The Group Personal Pension Scheme – Automatic enrolment applies and eligible jobholders (as defined by the government) will automatically be enrolled into the pension scheme within three months of commencement of employment. In the meantime, if you wish to join the scheme you should contact the Payroll Department at Lansdowne House. Further information will be sent to you on or before your first pay day.
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