

## **Terms and Conditions of Employment**

### **CASUAL DAY CLUB COVER MANAGER**

<b>Contract:</b>	<b>Zero Hours</b>
<b>Offer of Employment:</b>	Subject to two written references satisfactory to Age UK.
<b>Employment</b>	Subject to a six month probationary period with a three and five month review.
<b>Disclosure of Record:</b>	<p>The successful applicant is required to apply to the Disclosure &amp; Barring Service (DBS) and any offer of employment will be subject to receipt of a satisfactory Enhanced Disclosure certificate.</p> <p>The cost of a DBS check (currently £53) will be deducted from your final salary if you leave employment within the first six months.</p>
<b>Base:</b>	Age UK Leicestershire & Rutland, 244 London Road, Leicester, LE2 1RH. <b>Cost Centre Code (102)</b>
<b>Rates of Pay:</b>	<p><b>£13.19 per hour</b></p> <p>Paid calendar monthly directly into bank/building society account on the 24<sup>th</sup> of each month.</p>
<b>Annual Leave:</b>	1st April to 31 <sup>st</sup> March – paid at a rate of 12.07% of your hourly rate for every hour worked.
<b>Sick Pay:</b>	The post of Casual Day Club Cover Manager is not entitled to a Company Sick Pay Scheme.
<b>Category 2</b> (Private Car User Mileage)	40p per mile and is subject to change.
<b>Car Park</b>	The postholder is not eligible for a car park space at Age UK Leicestershire & Rutland, 244 London Road, Leicester, LE2 1RH.
<b>Pension:</b>	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.
<b>Increments:</b>	Cost of living awards negotiated annually, if awarded, are normally effective from 1st April each year.