

TERMS & CONDITIONS OF EMPLOYMENT

CASUAL DAY CARE ORGANISER

Contract	NO GUARANTEED HOURS OF WORK
Employment	Subject to a six-month probationary period with a three and five-month review.
Offer of Employment:	Subject to two written references satisfactory to Age UK Leicester Shire & Rutland at interview stage, candidates may be requested to agree to telephone references being obtained.
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:	<p>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.</p> <p>The organisation reserves the right to recover the full cost of an Enhanced DBS check (currently £40 plus VAT) should an employee leave their employment before the end of the six month probationary period.</p>
Base	The postholder will be based within numerous centres across Leicester and Leicestershire.
Working Hours	Casual – Zero hours
Salary	£8.91 per hour plus holiday pay for every hour worked at 12.07% of the hourly rate, paid calendar monthly, in arrears, direct into a bank or building society account
Category 2	If applicable, Category 4 (Occasional Mileage) 38p per mile
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

Sick Pay Scheme: Not eligible .

Increments: Cost of living awards negotiated annually, if awarded, are normally effective from 1st April each year