

## TERMS & CONDITIONS OF EMPLOYMENT

### DAY CLUB – COVER MANAGER

<b>Contract</b>	<b>Permanent</b>
<b>Employment</b>	Subject to a six-month probationary period with a three and five-month review.
<b>Offer of Employment:</b>	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.
<b>Disclosure of Record:</b>	<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 check (currently £40 plus VAT) should an employee leave their employment before the end of the six month probationary period.</p>
<b>Base</b>	<p>The postholder will be based at Thorncroft, 244 London Road, Leicester, LE2 1RH but the role requires you to work and travel around Leicester &amp; Leicestershire to cover the day centres. <b>(Cost Centre No 102)</b></p> <p>Age UK Leicester Shire &amp; Rutland reserves the right to change your place of employment to any other designated site within Leicestershire.</p>
<b>Holidays</b>	<p><b>Leave year from 1 April - 31 March</b></p> <p>25 days leave per annum pro rata, plus public and statutory holidays plus two concessionary days</p>
<b>Working Hours</b>	<b>16 hours per week</b>
<b>Salary</b>	<b>£12.17 per hour £10,153.28 per annum</b>
<b>Car Park</b>	The postholder <b>is not</b> eligible for a car park space at Thorncroft.
<b>Category 2</b> (Private Car User Mileage)	40p per mile and is subject to change.
<b>Pension Scheme:</b>	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.

**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

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