



INFORMATION ON TERMS AND CONDITIONS OF EMPLOYMENT FOR AGE UK WIGAN BOROUGH STAFF.

Please note that this summary is provided for applicant's information only, does not constitute a job offer and is not intended to form part of any contract of employment.

The successful candidate, as a new member of staff, will be given a statement of their terms and conditions of employment, which then becomes part of the contractual provisions of their employment.

- 1. Job Title:** Home Helper
- 2. Contract Applicable:** Zero Hour Contract
- 3. Employer:** Age UK Wigan Borough
- 4. Anticipated start date:** Ongoing
- 5. If an offer is made it would be conditional on the basis of:**
 - a. Satisfactory references
 - b. Clearance from the Disclosure & Barring Service (DBS)
 - c. Declaration of 'spent' and 'unspent' convictions (this post is exempted from the provisions of the Rehabilitation of Offenders Act 1974)
 - d. Successful probation – The post will be subject to a probationary period of 6 months. However, should the post be extended, the post holder will be required to complete a further 3 month probation period.
 - e. Evidence of qualifications stated as relevant to the post
 - f. Evidence of ability to work in the UK

6. Mobile Phone

This role requires you to have a mobile phone which is capable of downloading an app to manage your rota and visit information.

Recruitment & Selection Procedures
March 09 Version 5 October 2016



INFORMATION ON TERMS AND CONDITIONS OF EMPLOYMENT FOR AGE UK WIGAN BOROUGH STAFF.

7. Location/site:

The normal place of work will Pennyhurst Mill, Wigan WN3 4AH and you will also be expected to work at various locations throughout the Wigan borough in the homes of users of the services provided by Age UK Wigan Borough.

Staff may also be required to attend training or meetings at any of the locations from which Age UK Wigan Borough operates or at other venues which are within reasonable travelling distance.

8. Salary:

The salary for this post is: **£8.21 per hour** (rising to £8.72 in April 2020). There is no guarantee of any subsequent increment either for performance or cost of living. Any awards are subject to sufficient funds being available each year.

9. Salary Payments:

Salaries are paid monthly into bank or building society on 27th of each month

10. Expenses

Car travel expenses are paid at 30p per mile for duties necessarily incurred as part of the requirements of the job role.

11. Pension

Age UK WB will comply with the employer pension duties concerning pensions' auto-enrollment in accordance with Part 1 of the Pensions Act 2008 from the date that is legally required to do so.



INFORMATION ON TERMS AND CONDITIONS OF EMPLOYMENT FOR AGE UK WIGAN BOROUGH STAFF.

12. Hours of Work

There are no fixed days or hours of work associated with this employment and Age UK Wigan Borough does not guarantee that there will be any available hours each week.

You would be notified of the days on which you would be required to work and your start and finish times by your Team Leader. From time to time you may be required to work additional hours to those initially agreed in order to meet the needs of the business.

13. Holiday entitlement:

Age UK Wigan Borough's holiday year runs from 1st April - 31st March. The holiday entitlement (inclusive of Bank Holidays) for full time employees is 33 days per annum (pro rata for part time staff). Your holiday entitlement would be calculated on the basis of the average hours you have worked over the previous 12 weeks (52 weeks from April 2020).

14. Sick Leave

Regular and reliable standards of attendance are expected and employees are expected to take all reasonable steps to keep sickness absence to a minimum. Age UK WB rules relating to absence notification and provision of appropriate sick notes must be followed at all times.

There is an organisational Sick Pay scheme which applies after completion of probation. During the probationary period, SSP will be payable, subject to entitlement. Details will be given to the successful candidates on commencement.



INFORMATION ON TERMS AND CONDITIONS OF EMPLOYMENT FOR AGE UK WIGAN BOROUGH STAFF.

15. Termination

Unless otherwise specified in their Contracts of Employment, once out of their probationary period, employees are required to give one month's notice should they wish to resign their position.

Should Age UK WB wish to terminate employment for any reason other than gross misconduct, employees will be given notice, in accordance with that specified in their contract of employment.

16. Smoking

Age UK WB operates a no smoking policy

Please note that this summary is provided for applicant's information only, does not constitute a job offer and is not intended to form part of any contract of employment.