

## SUMMARY OF TERMS OF EMPLOYMENT- HOUSEKEEPER

SALARY:	<p>£9.74 per hour (plus 20% enhancement for Saturdays, 40% enhancement for Sundays)</p> <p>From 1 April, shift enhancements will be 30% on Saturdays and 60% on Sundays and Bank Holidays.</p>
PENSION:	<p>Opportunity to remain in NHS pension scheme if already contributing (or have been in last 12 months). Alternatively, you will be auto enrolled into the Hospice Group Personal Pension Scheme provided by Scottish Widows. The minimum employee contribution will be 5% and the employer contribution will be 3%.</p>
HOLIDAY:	<p>25 days plus 8 bank holidays; rising to 27 days after 5 years and 30 after 10 years.</p>
SICK PAY:	<p>We offer an Occupational Sick Pay scheme, as follows:</p> <ul style="list-style-type: none"> <li>• During the first 12 months' of service – Statutory Sick Pay only</li> <li>• 1 years' service to 3 years' service – 2 weeks' full pay and 2 weeks' half pay</li> <li>• 3 years' service to 5 years' service – 4 weeks' full pay and 4 weeks' half pay</li> <li>• 5 years' service to 10 years' service – 6 weeks' full pay and 6 weeks' half pay</li> <li>• Over 10 years' service – 8 weeks' full pay and 8 weeks' half pay</li> </ul> <p>This is currently under review</p>
OTHER BENEFITS:	<ul style="list-style-type: none"> <li>• Free car parking</li> <li>• Employee Assistance Programme offering 24-hour confidential counselling, advice and support</li> <li>• Employee savings scheme</li> <li>• Opportunities for challenge events &amp; fundraising</li> <li>• Staff consultation group</li> <li>• Mentoring programme</li> <li>• Staff social activities</li> <li>• Family-friendly benefits</li> </ul>
LOCATION:	<p>Uphill, Weston-super-Mare</p>
HOURS:	<p>An average of 12, 18 or 24 hours per week currently worked over a 4 week rota.</p> <p>The shifts will be 6 hours long and will be a mix of mornings and afternoons (7am – 7pm) and currently one weekend in four (either 7am – 1pm or 10am – 4pm). You may also be required to work some Bank Holidays. A degree of flexibility will be required to cover holiday and sickness.</p>
PROBATIONARY PERIOD:	<p>This post is subject to a six month probationary period.</p>

NOTICE PERIOD:	<p>During probationary period you will be entitled to receive, and required to give at least one weeks' written notice of termination.</p> <p>After successful completion of the probationary period you are entitled to receive, and required to give, at least one months' notice of termination, which must be in writing.</p>
DISCLOSURE & BARRING SERVICE ("DBS"):	Appointment to this role is subject to a satisfactory Standard DBS check.