

SUMMARY OF TERMS OF EMPLOYMENT- HOUSEKEEPING ASSISTANT

SALARY:	£7.91 (plus weekend enhancement)
PENSION:	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 3% and the employer contribution will be 2%.
HOLIDAY:	25 days plus 8 bank holidays; rising to 27 days after 5 years and 30 after 10 years
SICK PAY:	We offer an Occupational Sick Pay scheme, as follows: <ul style="list-style-type: none"> • During the first 12 months' of service – Statutory Sick Pay only • 1 years' service to 3 years' service – 2 weeks' full pay and 2 weeks' half pay • 3 years' service to 5 years' service – 4 weeks' full pay and 4 weeks' half pay • 5 years' service to 10 years' service – 6 weeks' full pay and 6 weeks' half pay • Over 10 years' service – 8 weeks' full pay and 8 weeks' half pay
OTHER BENEFITS:	<ul style="list-style-type: none"> • Free car parking • Employee Assistance Programme offering 24-hour confidential counselling, advice and support • Employee discount scheme with major retailers & local gyms • Opportunities for challenge events & fundraising • Family friendly policies • Staff consultation group • Staff social activities
OFFICE LOCATION:	Uphill, Weston-super-Mare
HOURS:	An average of 18 hours per week worked over a 4 week rota. The shifts will be a mix of mornings (7am – 1pm), afternoons (1pm – 7pm) and 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.
PROBATIONARY PERIOD:	This post is subject to a six month probationary period.
NOTICE PERIOD:	<p>During probationary period you will be required to give at least one weeks' written notice of termination.</p> <p>After successful completion of the probationary period you are required to give, at least two 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.