

## SUMMARY OF TERMS OF EMPLOYMENT- MAINTENANCE ASSISTANT

SALARY:	£17,550 per annum, pro rata for part-time. The actual salary for 22.5 hours is £10,530. The equivalent hourly rate is £9.00
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 5% and the employer contribution will be 3%.
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"> <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>
OTHER BENEFITS:	Employee Assistance Programme offering 24-hour confidential counselling, advice and support Employee discount schemes with major retailers Opportunities for participation in our challenge events and fundraising Staff consultation group Staff social activities Family friendly benefits Free car parking at or near our main Hospice building
LOCATION:	Uphill, Weston-super-Mare
HOURS:	22.5 hours per week, to be worked over 3 days (Tuesday - Thursday). A degree of flexibility is required to cover absence of our members of the maintenance team. Some evening and weekend working may be required for which time off in lieu would be given.
PROBATIONARY PERIOD:	This post is subject to a six month probationary period.
NOTICE PERIOD:	During probationary period you will be entitled to receive, and required to give at least one weeks' written notice of termination.  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.
DISCLOSURE & BARRING SERVICE ("DBS"):	Appointment to this role is subject to a satisfactory standard DBS check.