

SUMMARY OF TERMS OF EMPLOYMENT – HEAD HOUSEKEEPER

SALARY:	£25,350 per annum (pro rata for part time) with enhancements for weekends and bank holidays. Actual salary for 32.5 hours is £21,970 per annum.
PENSION:	<p>You will be auto enrolled into the Hospice Group Personal Pension Scheme provided by Scottish Widows subject to eligibility criteria. The minimum employee contribution will be 5% and the employer contribution will be 3%.</p> <p>If you have been a member of the NHS pension scheme and made contributions in the last 12 months, we may be able to transfer your membership (subject to eligibility criteria).</p>
HOLIDAY:	6.6 weeks (including bank holidays); rising to 7 weeks after 5 years and 7.6 weeks after 10 years.
SICK PAY:	<p>We offer an Occupational Sick Pay scheme, as follows:</p> <ul style="list-style-type: none"> • During the first 12 months' of service – 2 weeks' full pay and 2 weeks' half pay • 1 years' service to 3 years' service – 3 weeks' full pay and 3 weeks' half pay • 3 years' service to 5 years' service – 6 weeks' full pay and 6 weeks' half pay • 5 years' service to 10 years' service – 9 weeks' full pay and 9 weeks' half pay • Over 10 years' service – 12 weeks' full pay and 12 weeks' half pay
OTHER BENEFITS:	<ul style="list-style-type: none"> • Employee Assistance Programme offering 24-hour confidential counselling, advice and support • Healthcare discount scheme • Opportunities for challenge events & fundraising • Staff consultation group • Staff social activities • Family-friendly benefits • Free parking (onsite or nearby) • Subsidised bus travel with First Bus Commuter Travel Club
LOCATION:	Uphill, Weston-super-Mare
HOURS:	32.5 per week (to be worked 5 out of 7 days, including occasional weekends and bank holidays)
PROBATIONARY PERIOD:	This post is subject to a six month probationary period.
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.
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