

SUMMARY OF TERMS OF EMPLOYMENT – HEALTH CARE ASSISTANT

SALARY:	Starting salary is £24,411 - £24,499 per annum, pro rata for part time (dependent on experience). Enhancements paid for unsocial hours
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"> • During the first 12 months' of service – 2 weeks' full pay & 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 NON CONTRACTUAL 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 • Employee discounts from local businesses • Additional day off on or around your Birthday • Opportunities for participation in challenge events and fundraising • Staff consultation group • Staff social activities • Family friendly benefits/policies • Cycle to work scheme
OFFICE LOCATION:	Uphill, Weston-super-Mare
HOURS:	34.5 hours per week, covering a 24 hour period and includes a share of night duty, 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 Enhanced DBS check for working with adults