## Terms and Conditions

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| Hours | As detailed on Job Description.There is no payment for overtime – time off in lieu is available. |
| Holiday Entitlement | Holiday year runs from 1 April – 31 March.  37 days annual leave inclusive of office closures.  Holidays pro-rata for part-time staff. |
| **Pension Scheme** | Home-Start Glasgow North and North Lanarkshire operate a contributory pension scheme.  Staff are eligible to join upon commencing employment. |
| **Mileage Allowance** | The mileage allowance for employees using own car is 45p a mile |
| **Probationary Period** | 4 months.  Employees will only qualify for annual increments on 1 April once this 4-month probationary period has been successfully completed. |
| **Sickness Provision** | During 1st year of service:  One month’s full pay  After completing 4 months’ service:  2 months half pay (in addition to 1 month above)  2nd year of service:  2 months full pay, 2 months half pay  After 3rd year of service  4 months full pay, 4 months half pay |
| **Salaries** | Paid on last Thursday of each calendar month. *Unless discussed otherwise, successful applicants are appointed on the first/starting point of a relevant pay band (as stated on the applicable Job Description).* |

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| **Pre-Employment Checks**  All candidates are asked to complete either a criminal declaration form or a self-declaration form for regulated work with children. Any offer of employment is subject to the following being obtained:   * 2 satisfactory references, one of which should be from current or most recent employer. * A satisfactory Disclosure Certificate or PVG Scheme membership record. * Proof of stated qualifications. * Proof of UK driving licence held. * Evidence of right to work in the UK. |