##  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 payAfter 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 payAfter 3rd year of service4 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.
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