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## Terms and Conditions in Brief

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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 from January - December.28 days annual leave + Bank holidays. Holidays pro rata for part-time staff. |
| **Pension Scheme** | S4F operate a contributory pension scheme. Staff are eligible to join upon commencing employment. |
| **Mileage Allowance** | The mileage allowance for employees using own cars is 45p a mile up to 10,000 miles p.a. and 25p for mileage over 10,000 miles p.a.  |
| **Probationary Period** | 6 months.Employees will only qualify for annual increments on 1 April once this 6 month probationary period has been successfully completed. |
| **Sickness Provision** | One year’s service or less: One month full pay followed by one month ½ pay.One year or more service:3 months full pay followed by 3 months ½ pay. |
| **Salaries** | Paid on 15th of each calendar month. *Starting point of a relevant pay band (as stated in 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 a 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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