

## **SUMMARY OF CONDITIONS OF SERVICE**

### **MANAGEMENT**

- All management posts are recruited to a fixed point. In addition, an annual increase is awarded, subject to approval by the Board of the Corporation.
- The appointment will be subject to a probationary period of 10 months.
- During the probationary period, the notice period is one month by either party. During the probationary period, the notice period to terminate the employment is one/three month's notice by either party during the first year of employment, after the probationary period. Thereafter, it is three months by either party.
- Appointment to a post will be subject to checks for Criminal Records Bureau Check at Enhanced level, List 99 clearance, a satisfactory medical assessment, two satisfactory employment references, qualification check, a check on the right to work in the UK and an identification check.
- The holiday entitlement is 35 days per year, pro-rata for part time staff.
- The bank holiday entitlement is 8 days per year plus 4 days for College closure at Christmas
- Managers have the option to join the Teachers Pension Scheme or the Local Government Pension Scheme, depending on the management role. Employer contributions are between 12 – 14.1%, whilst employee contributions are 6%. For TPS, employee contributions are 6.4%.
- The Bournemouth & Poole College is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability, age or sexual orientation.
- The Sick Pay and Leave Policy entitles all employees to receive occupational sick pay from the first day of service. The entitlement is broken down depending on length of service for more information on sick pay and leave please ask the HR Department.
- The College also operates schemes for special leave of absence, parental leave, maternity, paternity and adoption leave. Please ask the HR Department for further details.
- All employees are paid monthly on the last working day of the month.
- The College supports staff development and encourages employees to undertake a wide range of support development activities.

- All employees go through an annual appraisal meeting, which reviews performance, sets objectives and identifies development needs. The College Staff Development Programme is developed to meet needs identified at the appraisal meetings.
- The Bournemouth and Poole College operates from a number of different sites within Bournemouth and Poole, these are, North Road, Lansdowne, Redlands, Constitution Hill, Fulcrum, Knighton Heath, Hanover House, Lansdowne Enterprise Centre.

If you have a disability and need assistance in completing your application form, or if you are short listed and have special needs for the interview, please contact the Human Resources Department to discuss your needs.