



## SUMMARY OF CONDITIONS OF SERVICE

### BUSINESS SUPPORT STAFF

- All business support posts are paid within an incremental salary scale- The salary bands are attached. Progression is by annual increment, subject to satisfactory performance. 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 6 months.
- If you are involved in a Teaching or Training capacity, the appointment will be subject to registration of the Institute of Learning (IFL).
- For scales 1 – 6, during the probationary period, your employment may be terminated either by you or by the Corporation on giving one week's written notice. After the completion of any probationary period, you may terminate your employment at any time by giving the Corporation one month's notice in writing.
- For scales SO – Man C, during the probationary period, your employment may be terminated either by you or by the Corporation on giving one month's written notice After the completion of any probationary period, you may terminate your employment at any time by giving the Corporation three months' notice in writing.
- Holiday entitlements are attached.
- Bank holiday entitlement is 8 days per year plus 4 days college closure at Christmas
- Support staff have the option to join the Dorset County Council pension scheme, which is a Local Government Pension Scheme. The employer contribution is between 12-15.4% and employee contributions are between 5.5 - 7.5%.
- 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 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 College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The sickness 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. During the first year of service the entitlement is 1 month full pay and 1 month half pay, during the second year of service the entitlement is 2 months full pay and 2 months half pay, during the third year of service the entitlement is 4 months full pay and 4 months half pay, during the fourth year of service the entitlement is 5 months full pay and five months half pay and after 4 years service the entitlement is 6 months full pay and 6 months half pay. To calculate entitlement a rolling twelve months is used from the 1<sup>st</sup> day of absence.
- 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, Richmond 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.

\* If you require this information in another format or language, please contact the HR Department on 01202 205687. Thank you.

## SUPPORT STAFF SALARY SCALE

	<b>Salary Scale from 01 August 2009</b>	<b>Holiday entitlement (working days)</b>
Scale 1	£13,313 - £14,600	26
Scale 2	£14,600 - £15,272	26
Scale 3	£15,541 - £16,612	26
Scale 4	£16,925 - £18,875	26
Scale 5	£19,375 - £21,277	26
Scale 6	£21,974 - £23,467	26
Senior Officer	£24,411 - £26,807	26
Management A	£27,606 - £30,615	26
Management B	£31,530 - £35,195	28
Management C	£36,082 - £39,618	28