
STATEMENT OF MAIN TERMS OF EMPLOYMENT

This Statement, together with the Employee Handbook, forms part of your Contract of Employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which:

Employs: TBA

Your employment began on: TBA

No previous employment counts as part of your period of continuous employment.

JOB TITLE BUSINESS DEVELOPMENT OFFICER

PLACE OF WORK

You will be required to work at: Reaseheath College and other places determined by the post requirements.

You will not be required to work outside the United Kingdom.

HOURS OF WORK

Your normal hours of work are: 37.5 per week, 9 am – 5 pm. Monday to Friday with a 30 minute unpaid break each day. You may be required to work additional hours when authorised and as necessitated by the needs of the business.

REMUNERATION

Your salary is currently £ TBA per annum payable monthly by credit transfer as detailed on your pay statement. For any authorised additional hours worked you will be given time off in lieu to be taken at an agreed time.

COLLECTIVE AGREEMENTS

No collective agreements directly affect your terms and conditions of employment.

ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS

Your holiday year begins on 1st January and ends on 31st December each year. You will receive a paid annual leave entitlement of five working weeks during a complete holiday year (pro-rata for part-time employees). In your first holiday year your annual leave entitlement will be proportionate to the amount of time left in the holiday year. Conditions relating to the taking of annual leave are shown in the Employee Handbook to which you should refer.

In addition to the annual holiday entitlement you are allowed the following public/bank holidays each year with pay or alternative days as decided by us:

New Year's Day
Good Friday
Easter Monday
The first Monday in May

The last Monday in May
The last Monday in August
Christmas Day
Boxing Day

In the event of termination of employment your entitlement to annual leave will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any annual leave accrued but not taken will be paid for. However, in the event of you having taken annual leave in the current holiday year, which has not been accrued pro-rata, then the appropriate payments will be deducted from your final wages/salary.

SICKNESS PAY AND CONDITIONS

There is no contractual sickness/injury payments scheme in addition to SSP. Any additional payments which may be made will be at our absolute discretion.

CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules that form part of your contract of employment and the procedures that will apply when dealing with capability or disciplinary issues are shown under the headings "Capability Procedures" and "Disciplinary Procedures" in the Employee Handbook to which you should refer.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you should apply, either verbally or in writing, to a Director within five working days of the decision you are complaining against. Further information can be found in the Employee Handbook under the heading "Capability/Disciplinary Appeal Procedure" to which you should refer.

GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, you should raise the grievance with the Operations Director, either verbally or in writing. Further information can be found in the Employee Handbook.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of probationary period but less than 5 years service – 4 weeks.

5 years service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Under 1 month's service - Nil.

1 month to successful completion of your probationary period - 1 week.

On successful completion of your probationary period – 4 weeks.

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

PENSION AND PENSION SCHEME

There is a stakeholder pension scheme applicable to your employment. Further details are available from the Operations Director. A Pensions Scheme contracting-out certificate is not in force in respect of your employment.

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For and on behalf of the Employer

..... (Date)

I acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a Relevant Agreement.

..... (Employee)

..... (Date)
