

Schools Host TERMS AND CONDITIONS OF SERVICE

1. HOURS

The post is full time 37.5 hours per week with seasonal variation, worked in accordance with the needs of the role which will include evening and weekend cover on a rota. The hours are subject to variation in accordance with the fulfilment of your responsibilities and by agreement with your line manager. This is a full-time, 1 or 2-year fixed term position by negotiation.

2. PROBATIONARY PERIOD

The first 2 month of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period your appointment will be confirmed. The employer reserves the right to extend your probationary period.

3. TERMINATION OF EMPLOYMENT

During the probationary period, the notice required to be given either by you or Scripture Union Scotland to terminate your employment is one week.

Except during the probationary period, the length of notice which you are obliged to give the organisation to terminate your employment is one month.

Except during the probationary period, the length of notice which you are entitled to receive from the employer to terminate your employment is one month.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

4. SALARY PACKAGE

£17,276 per annum + accommodation (this has been assigned a value of £5,110 for pension purposes). Salary will be paid in arrears on a monthly basis, on or before the 28th of each month.

5. PENSION ARRANGEMENTS

Scripture Union Scotland operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of between 5% and 9% of total pensionable salary will be paid (the actual amount depending on your level of employee's contribution).

6. LIFE INSURANCE COVER

Life insurance cover of three times your annual salary is provided, with the premium being paid for by Scripture Union Scotland.

7. HOLIDAYS

The holiday year runs from 1 April to 31 March. Annual leave entitlement for a full-time post is 33 days paid holiday (this amount is inclusive of entitlement to local and national holidays). Annual leave entitlement for part-time and fixed term staff is pro-rata. Annual leave entitlement will increase with length of service.