

Terms and Conditions

Annual leave

On appointment 25 days (pro rata), after 3 years continuous service an extra 3 days are given and after 4 years an extra day – 29 days in total. Plus the eight English public holidays. If you do work part-time, your public holiday will be pro-rata. The leave year is 1 April to 31 March.

Hours of work

Staff usually work within the normal working day, which allows flexibility around the core hours of 8am and 6pm, Monday to Friday. Full time hours are 37 a week. There may be occasions when Care for the Carers requires additional hours to your basic contract to be worked to meet operational requirements. If you are asked to work such additional hours, you will be given time off, at a mutually convenient date, in lieu of the extra hours worked.

Probationary Period

The first six months of your employment are considered probationary. At the end of the probationary period, Care for the Carers will review your capabilities and suitability against the requirements of the post. This will result either in your being confirmed in post, or in a further extension of the probationary period or in the termination of this contract, with one week's notice.

Accessibility

In carrying out its work, Care for the Carers will make reasonable adjustments to address individual needs.

Pension Contributions

Care for the Carers operates a workplace pension scheme, The People's Pension. You will be automatically enrolled into this scheme if you meet certain criteria. If you choose not to remain in this scheme you can opt out. The normal retirement age is 65.

Worklife Support

All staff can access an employee assistance programme, which offers advice, support and information on services that may help to resolve a variety of personal and work-related issues. The service is provided 24 hours a day, 365 days a year and is independent and confidential.

Criminal records checks and other vetting

Care for the Carers reserves the right to terminate this contract as a result of information received from a criminal records check or of information received at any time of criminal activity making you unsuitable to work with our client group.

Proof of the right to work

On May 1st 2004 the Government made changes to the law on preventing illegal working. Before we can offer employment we have to establish each person's right to work by asking them to provide the original documents to prove their right to work in the UK.

Policies

The organisation has an extensive handbook of Policies, which all staff will be expected to read and adhere to.