

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Carpenter

Salary

The salary for this post will be up to £33,362 per annum, depending on skills, qualifications, and relevant experience. Salaries are paid on 21st day of the month.

Pension

Staff who are new to Cottsway are automatically enrolled into the SHPS Defined Contribution Pension Scheme provided by the Pensions Trust. Employees contribute up to 5% of salary and Cottsway contribute up to 10%.

Annual Leave

The annual leave entitlement for this post will be 25 days, plus Bank Holidays, per year rising to 28 days, plus Bank Holidays, after 2 years consecutive service.

Working Hours

The working hours for this post are 42 hours per week from 8.00am to 5.00pm Monday to Thursday and from 8.00am to 4.30pm on Friday including half an hour for lunch each day.

Standby Periods for the role are on a rota basis. The Standby Period starts from 4.30pm on Friday through to 8.00am on the following Friday.

Flexible Working and TOIL Policy

The Association operates both these systems to complement each other and promote flexibility for employees. Employees can accrue a maximum of 12 days TOIL per year, with prior approval from their line manager.

Sick Pay

Staff receive occupational sick pay according to their length of service:

Service	Entitlement
Less than 6 months or during probationary period (including any extension to probation)	5 days (1 week) full pay
6 months (or successful completion of probation) up to 1 year	10 days (2 weeks) full pay, 10 days half pay
Between 1 and 2 years	22 days (1 months) full pay, 22 days half pay
Between 2 and 3 years	44 days (2 months) full pay, 44 days half pay
Between 3 and 4 years	66 days (3 months) full pay, 66 days half pay
Over 4 years	88 days (4 months) full pay, 66 days half pay

Compassionate Leave and Dependency Leave

The Association provides up to 5 days paid dependency leave (for family emergencies) and 5 days paid compassionate leave per year.

Notice Period

1 month

Probationary Period

The appointment will be subject to a 6-month probation period.

Tools

It is expected that staff in these roles supply their own hand tools (up to small power tools such as battery drills/equipment). Cottsway will provide larger tools/machinery as required for use during your working day.

Other benefits

Discounted Leisure Centre membership

Cycle to work scheme

Generous Maternity/Paternity leave

Private medical insurance after successful completion of probation period

Employee assistance programme

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The above information may be helpful to applicants as a guide but should not be treated as a substitute for a full contract of employment.