

Terms and Conditions of Service

JOB REFERENCE	As stated on vacancy
JOB TITLE	As stated on vacancy
BAND	Band 3
SALARY	<p>£22,816 - £24,336 per annum (pro rata for part time staff).</p> <p>Salaries are reviewed every 12 months by the Trust. Progression through all incremental pay points is conditional on individuals demonstrating that they meet locally agreed performance requirements.</p> <p>You will receive a High-Cost Area Supplement of 5% of basic salary subject to a minimum payment of £1,192 and a maximum payment of £2,011 per annum (pro rata for part time staff).</p> <p>If applicable, shift allowance and enhanced payments will be made by the Trust. Salaries are reviewed every 12 months by the Trust.</p>
HOURS	The standard full-time hours for all NHS posts are 37.5 per week.
ANNUAL LEAVE & BANK HOLIDAYS	Annual leave entitlement is an inclusive allowance, equivalent to 27 days plus bank holidays. This allowance will increase to the equivalent of 29 days plus bank holidays after 5 years' service and 33 days plus bank holidays after 10 years' service. Annual leave entitlement is pro-rated for part-time staff.
NOTICE PERIOD	6 weeks
PROBATION	All posts are subject to a 6 months' probationary period.
PAYMENT	Monthly
SUPERANNUATION	<p>Most staff aged sixteen and over are eligible to join the NHS pension scheme or if not the National Employment Savings Trust (NEST) scheme. These schemes provide a wide range of retirement, family, and life assurance benefits. All staff will be enrolled into the NHS Pension Scheme on joining unless they either opt-out via a SD502 form or inform the Trust that they are not eligible e.g., already a pension scheme member in full time employment in another NHS Trust or are in receipt of an NHS Pension. Qualifying staff aged under 22 who opt out of the scheme will be auto enrolled into the appropriate scheme on their 22nd birthday, however, will be able to opt-out again if they wish.</p>
RETIREMENT AGE	The Trust does not have a default retirement age (an age at which staff must retire). Employees are free to select a retirement age which suits their circumstances, subject to their capability to carry out the role. Please refer to the Trust's Retirement Policy for further detail.
POLICY ON NON-SMOKING	<p>The Trust is a Smoke Free Site.</p> <p>Smoking is not permitted in any part of the premises or grounds managed, leased, or owned by the Trust at any time, by any person regardless of their status or business with the organization. Support for staff is available.</p>
DAY NURSERY	An 84 place Day Nursery is held on site which provides an educational, caring, and secure environment for children aged 3 months to 5 years. This benefit is open to all staff subject to availability.
TRAINING AND DEVELOPMENT	Available to all staff, opportunities include management and skill development courses and computer training.

SUBSIDISED RESTAURANT	Each restaurant on site provides a choice of hot and cold meals and snacks for staff at discounted rates.
CAR PARKING	Staff who live within a 25-minute walking distance of the hospital will not automatically be entitled to park their car on site. This restriction applies to staff wishing to park on site between 07.00 to 16.00 hrs Mon-Fri. All other staff who work between the hours of 07.00 and 19.00, Mon-Fri will be allocated off-site parking unless they meet certain criteria for on-site parking. Staff who work shifts are allowed to park on site after hours. The Trust reserves the right to withdraw car park permits at any time.
OTHER	Terms and conditions will be amended by Frimley Health NHS Trust at such time that the Trust has defined and introduced local policies for pay and other terms and conditions.

Policy Statement on the Recruitment of Ex-Offenders

(Taken from the Trust's Policy on the Protection of Children and Vulnerable Adults)

Frimley Health NHS Foundation Trust is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background.

We select all candidates for interview based on their skills, qualifications, and experience.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We also undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.