

## TERMS & CONDITIONS OF EMPLOYMENT Care Assistant/Driver

- Contract:** **CONTRACT TO 31<sup>ST</sup> MARCH 2011**
- Offer of Employment:** Subject to two written references satisfactory to Age Concern  
At interview stage, candidates may be requested to agree to telephone references being obtained.  
Subject to passing a driving assessment
- Employment:** Subject to six month review  
Subject to completion of a TOPSS/CIS Induction
- Disclosure of Record:** The successful applicant is required to apply to the Criminal Records Bureau (CRB) and any offer of employment will be subject to receipt of a satisfactory Enhanced Disclosure certificate.
- Medical Clearance:** All offers of appointment are subject to medical clearance. This normally requires the completion of a medical questionnaire only but may involve an examination. The Executive Director's decision is final as to whether or not a medical report is satisfactory.
- Base:** Postholder will be based at Gloucester House, Salford Road, Melton Mowbray (CC No. 215).
- Holidays:** **Leave year from 1st April - 31st March**  
**20 days leave per annum (pro rata) plus public and statutory holidays (pro rata)**
- Hours of work:** **Monday, Tuesday, Thursday and Friday - 8.30 am to 4.30 pm**  
**(32 hours per week)**
- Salary:** **Grade 3 PP5 = £12,916 per annum pro rata = £11,170.56 per annum =**  
**£930.88 per calendar month**  
Paid calendar monthly directly into bank or building society account.
- Increments:** Cost of living award negotiated annually, if awarded, is normally effective from 1<sup>st</sup> April each year.
- Pension Scheme:** Entry is subject to receipt of confirmation of employment. If postholder wishes to join the Pension Scheme, they should contact the Payroll department at Lansdowne House.
- Sick Pay Scheme:** Entitlement is subject to receipt of confirmation of employment.