

TERMS & CONDITIONS OF EMPLOYMENT
Driver

- Contract:** **CONTRACT TO 31ST 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
- 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 the Earl Shilton Senior Citizens' Centre, Kings Walk, Earl Shilton (C.C.No.106)
- 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:** **Tuesday to Friday (12 hours per week)**
9.00 am to 10.30 pm and 3.00 pm to 4.30 pm
- Salary:** **Grade 1 PP1 = £12,054 per annum pro rata = £3,909.36 per annum = £325.78 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 1st April each year.
- Pension Scheme:** The Association's 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.