Terms and Conditions of Service (Agenda for Change)

JOB REFERENCE:	As stated on vacancy
JOB TITLE:	As stated on vacancy
GRADE:	Band 5
SALARY:	£21,909 per annum, rising to £28,462 per annum (pro rata for part time staff). 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. You will receive a High Cost Area Supplement of 5% of basic salary subject to a minimum payment of £961 and a maximum payment of £1,665 per annum (pro rata for part time staff). If applicable, shift allowance and enhanced payments will be made by the Trust. Salaries are reviewed every 12 months by the Trust.
HOURS:	**The standard full time hours for all NHS posts are 37.5 per week. However protection of hours may apply if you are eligible under the arrangements outlined in Agenda for Change.**
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.
PROBATION:	All posts are subject to a 6 months' probationary period.
PAYMENT:	Monthly
POSTAGE:	Pay slips for BANK ONLY staff will be sent to home address and a postage charge of 50p per month (to be increased as the cost of postage increases) will be deducted from monthly pay.
DISCLOSURE AND BARRING SERVICE (DBS):	This post may be subject to a DBS Disclosure. Having a criminal record will not necessarily be a bar to obtaining a position. Half of the cost of this check (£26 for a standard check £44 for an enhanced check) will be deducted in 2 equal installments from your first 2 salary payments.
SUPERANNUATION:	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 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 op-out again if they wish.
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:	**The Trust is a Smoke Free Site.** **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.**
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.
HOLIDAY PLAY SCHEME:	The Trust runs a holiday play scheme for school children aged up to 12 years in the school holidays.
ON-SITE GYM:	The Trust has an on-site gym for employees. Staff who wish to join the gym must complete a health declaration form and undertake and induction. The charge is £8 per month.
TRAINING AND DEVELOPMENT:	Available to all staff, opportunities include management and skill development courses and computer training.
SUBSIDISED RESTAURANT	Pine Trees Restaurant provides a choice of hot and cold meals and snacks for staff at discounted rates.

SHORTLISTED CANDIDATES ONLY WILL BE ADVISED WITHIN 3 WEEKS OF THE CLOSING DATE

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.
APPLICATIONS TO:	Please apply on-line at www.jobs.nhs.uk, quoting the relevant reference number. For any queries, please contact Human Resources Enquiries at Frimley on 01276 526285 and at Wexham on 01753 634340

NHS Jobs May 2013

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 Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

We require all applicants to provide details of their criminal record at an early stage of the application process, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

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 could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.