



South Tyneside Council

SUPPLEMENTARY INFORMATION

POST TITLE:	Centre Assistant/Trainee Instructor (Thurston Outdoor Education Centre) (Temporary for 12 months which may be extended for up to 24 months)
GROUP:	Children, Adults and Health
CLOSING DATE:	23 August 2019 (Noon)

1. SELECTION PROCESS

Shortlisting for this post will take place on 29 August 2019.

Interviews for this post will take place on 6 September 2019.

2. SALARY

The salary for the post is £18,065 pa (pro rata) (SCP 3) of the National Joint Council pay spine for Local Government Employees. You will be paid monthly on the last working day of each month.

3. PENSION

On joining South Tyneside Council you will automatically be included into the Local Government Pension Scheme (LGPS) unless you are employed on a contract for less than 3 months. If you are already a member of the LGPS or another pension scheme you can apply for your pension to be transferred, you only have 12 months to do this. A Pension contribution is deducted from your monthly pay depending on your annual salary (see below):

Pensionable Pay	Contribution Rate
Up to £14,400	5.5%
£14,401 to £22,500	5.8%
£22,501 to £36,500	6.5%
£36,501 to £46,200	6.8%
£46,201 to £64,600	8.5%
£64,601 to £91,500	9.9%
£91,501 to £107,700	10.5%
£107,701 to £161,500	11.4%
More than £161,501	12.5%

4. MEDICAL CLEARANCE

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

5. ANNUAL LEAVE

Your annual leave entitlement will be 22 days. The 22 days holiday are to be split as follows, 11 days taken when working in House/Kitchen and 11 days taken when working in Trainee Role. You are entitled to all Bank Holidays, should you be required to work on a Bank Holiday in the House/Kitchen you will receive an enhanced rate of pay.

6. NOTICE PERIODS

The minimum period of notice you must give the Council depends upon the grade for your post as follows:

Corporate Directors and Heads of Service	3 months
Officers paid Spinal Column Point 39 and above	2 months
Social Workers	2 months
All other employees	1 month

If the Council gives notice to you the timescales above also apply if they are greater than the minimum notice periods in law. These start at one weeks' notice if you have over 4 weeks service. After 2 years' service this rises to 2 weeks. The notice entitlement then increases by one week for each year of continuous employment up to a maximum of 12 weeks. The Council reserves the right to make payment in lieu of notice if it so decides.

7. PROBATION

If you are a new entrant to South Tyneside Council your appointment is subject to a probationary period of 6 months. You need to satisfactorily complete this probationary period before your appointment can be confirmed.

8. SICKNESS

Entitlement to sickness allowance is:

During 1 st year of service	1 month full pay and (after completing 4 months service) 2 months half pay
During 2 nd year of service	2 months full pay and 2 months half pay
During 3 rd year of service	4 months full pay and 4 months half pay
During 4 th year of service	5 months full pay and 5 months half pay
After 5 years service	6 months full pay and 6 months half pay

9. TRAINING

South Tyneside Council has a positive policy towards identifying and meeting the training needs of all its employees. Accordingly, it is a condition of employment that staff are prepared to participate in any training courses which are felt to be appropriate to their needs. Most training needs will be met within the organisation however you may be required to attend job related short courses.

10. WORKING HOURS

Usual schedule is as follows on a 2-week rota. 1st week - 35 hours in the House/Kitchen. 2nd week Monday - Friday as a Trainee. Other hours, such as Evening Duties/Weekend Work may be necessary and these will be agreed upon with the Head of Centre.

11. TRAVELLING EXPENSES

If you are invited for an interview, travelling expenses are payable based on public transport rates and/or standard rail fare.

12. TERMS AND CONDITIONS

Your terms and conditions of employment are those laid down by the National Joint Council for Local Government Services.

13. DISCLOSURE AND BARRING SERVICE

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post for which you are applying will have responsibilities for children or vulnerable groups therefore you will be required to obtain an enhanced disclosure from the Disclosure and Barring Service and produce your certificate. Please note - a criminal record will not necessarily prevent you from obtaining a position.

14. QUERIES

For an informal and confidential discussion on this post, please contact Andy Sallabank, Head of Centre on 015394 41218.

15. GENERAL

Application forms will not be acknowledged. If you do not hear from us within 6 weeks of the closing date you can presume that your application has been unsuccessful. Should this be the case we would like to thank you for the interest you have shown in the post.