

GENERAL INFORMATION FOR CANDIDATES

Non-Teaching Appointments

Salary and Allowances

We have a salary and grading structure for all posts. Appointments are normally offered on the minimum point of the grade. Each post has a grade with a minimum and maximum salary scale which is linked to spinal column points. Initial progression is automatic, followed by appraisal related increments. Where there is a linked grading there will be certain responsibilities that will apply before progression is determined. A letter confirming the conditional offer of appointment and salary will be sent if you are appointed and a contract of employment will be issued shortly after our verbal offer.

Salaries are paid monthly, through BACS on the 26th of each Month or the preceding working day where this date falls on a weekend or public holiday.

Interview Expenses

Interview expenses may be paid in certain cases and where prior approval is obtained (original receipts should be produced). Please note that only public transport costs can be claimed. Claim forms can be obtained from the school. Regrettably, the school is unable to reimburse expenses on the day of interview. A cheque will be sent to your home address.

Expenses will not be paid in the event of a candidate withdrawing their application or refusing an offer of appointment.

Recruitment and Safeguarding Checks

All offers of employment are subject to receipt of satisfactory references, medical clearances and a Disclosure Barring Services [DBS] Check. Graveney Trust will require periodic renewals of a DBS Disclosure, which are currently undertaken at intervals of three years.

Where formal qualifications are a requirement of the post you are appointed to, you will be asked to produce original examination certificate[s].

Hours/Working Arrangements

The normal working week for full time non-teaching staff is 36 hours per week. A typical working week is 8.30 to 5 pm Monday 8.30 – 4.30 Tuesday to Friday. This includes a minimum lunch break of thirty minutes per day. Any other breaks, taken must be excluded from your contracted hours. These hours can be subject to variation according to the requirements of Graveney Trust and its individual schools. Individual working arrangements will be agreed before the commencement of employment or at the point of offering an appointment.

We do not operate a flexitime scheme and your contractual working hours are fixed, unless a change of daily hours is agreed with your line manager and Head of Management Services.

Probationary Period

All appointments are subject to the completion of a satisfactory probationary period of six months to be determined on the basis of three review meetings. These meetings will take place in the second, fourth and sixth month of appointment.

Annual Leave

The full-time annual leave entitlement is based on spine points as follows:

Graveney Spine Point	Leave Entitlement Less than 5 yrs service inc 2 statutory days	Leave Entitlement More than 5 years service inc 2 statutory days
Apprentice – Point 11	24	27
Points 12 - 21	26	29
Points 22 – 28	29	31
29 and above	31	33

All full time staff will have to take four days of their leave allowance during the school Christmas closure, date to be notified annually. Leave entitlement is calculated on a pro-rata basis for employees on part-time or term time contracts and is included in the basic pay –therefore employees who are not contracted to work “All Year Round” are not entitled to take annual leave during term time.

Absences

Absences due to sickness before or after a school holiday, Bank Holiday or other Public Holiday period must be covered by a medical certificate.

We expect all employees to be available for work and therefore absences due to travel or adverse weather conditions are not usually granted with pay. In the event of these circumstances it is expected that employees will make up the time, take unpaid leave, or employees on All Year Round contracts use their annual leave entitlement.

Pensions

In accordance with statutory requirements you will automatically be enrolled into an appropriate pension scheme on commencement of employment with Graveney Trust. Further information can be obtained from www.wandsworth.uk/pensions and www.lgps.org.uk

Notice Periods

Non-Classroom based appointments will be entitled to receive at least one week's notice for each year of your period of continuous employment with Graveney Trust with a minimum of one months' notice and a maximum of twelve weeks except in cases of dismissal on grounds of misconduct. Graveney Trust will require at least one month's notice from employees.

Classroom based appointments will be entitled to receive at least **one complete half term's** notice in writing. This means that resignation **letters must be submitted by the last working day which precedes the half term break**. Please note that the last day for submitting your resignation will vary during each academic year. You will be entitled to receive a minimum of one complete half term's notice from Graveney Trust or one week's notice for each year of your continuous employment, up to a maximum of twelve weeks, whichever is the greater.