

SUMMARISED TERMS & CONDITIONS OF EMPLOYMENT
Hillcrest Maintenance - Trades

Post Title:	Cleaner
Base/Location:	Dundee
Hours Available:	39 hours per week.
Permanent/Temporary/ Fixed Term	All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4, and 6 months.
Rate of Pay:	£9.50 per hour There is a Bonus Scheme in place.
Overtime:	Paid where agreed in advance by the organisation. Must exceed full time hours if part time.
Mentor Required	Yes No A mentor is required for anyone who will have line management responsibility or is aged 24 or under.
Pension Scheme:	Hillcrest Maintenance (Trades) offers a pension under the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with employer contributing 3% to the scheme as of 1 st April 2019. Further details of the scheme are available from the payroll team.
Health Plan:	Employees are automatically given admission to the Health Plan Scheme with no charge to the individual. The cost for this is met by the Employer. Details will be sent out to the successful candidate/s.
Death in Service	In the unfortunate event that you should die whilst employed with us, a lump sum of 3x your annual salary may be paid to nominees of your choice.
Annual Leave Entitlement:	Leave year runs from 1st January - 31st December Entitlement is 234 hours per annum, rising to 249.6 hours over a 5 year period, (this is inclusive of public holidays). You are required to use your annual leave entitlement to cover days off between Christmas and New Year when the office is closed. Annual leave is calculated on a pro rata basis for part time staff. Check if any holidays already arranged?
Qualifications:	Offer will be subject to proof of qualifications essential/desirable (where appropriate) to the post
References:	Must have two satisfactory referee reports. Check on application form if they have requested us not to contact referees. If so, seek permission to obtain this as part of our selection process. Check if one is from <u>most recent employer</u>. If not, ask if they can provide one for us to contact. 2nd should preferably be from previous employer or Academic. Friends – last resort.
Rehabilitation of Offenders Act 1974:	The organisation will carry out a PVG disclosure Scotland check which looks at your criminal history/background. You are required to declare any ‘unspent’ convictions and provide full details that lead to the

conviction. Please discuss with the candidate.

Not all 'spent' convictions are required to be declared. There are certain 'spent' convictions that must always be declared and others which are only declared subject to rules. Please provide the candidate with a copy of these lists and ask if there are any convictions listed which they are required to declare.

(HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.)

Trade Union:	Hillcrest Maintenance has a recognition agreement in place with Unite the Union to negotiate Terms and Conditions on behalf of Trades staff. Employees have the right to join this Union, or any Union of their choice, if they so wish.
Notice:	When availability to start if successful?