



OUTLINE CONDITIONS OF EMPLOYMENT FOR THE POST OF SENIOR SUPPORT WORKER

Hours Worked

The hours worked are full time, 39 hours per week, not including lunch breaks, worked according to the needs of the individuals within the service. Shift working will be required and to meet the needs of the individual services, split shifts, sleep in and waking night duties may be required.

You will be expected to be flexible and to work additional hours to cover any sickness or annual leave of staff. Where possible, notice will be given, however, there may be occasions where you are requested to work additional hours in an emergency.

Salary

There are 2 salary points, depending on whether you have a relevant qualification as determined by the Scottish Social Services Council:

- Unqualified salary point 18, salary £23,200 per annum
- Qualified salary point 19, £23,787 per annum

Method of Payment

Payment of your salary is in equal monthly instalments in arrears, by bank transfer, no later than the last Friday of each month.

Location

You will be required to deliver support and care services in a geographical area and will have access to an administrative base within that area. Therefore, you will be required to work and operate at any of our Support & Care Services to meet the needs of the Service. We reserve the right to either temporarily or permanently move you to another location.

Special Conditions

You must register with the SSSC within 6 months of commencement of employment and achieve a SVQ 3 in Social Care within 2 years of commencing the award. You must also attain a PDA in Supervision following completion of the SVQ 3. Failure to do this will affect your ability to continue in your role.

Your work will be split between working on a one to one basis with supported individuals and supporting the Coordinator to manage the service.

You will be required to be registered as a member of the Protecting Vulnerable Groups (PVG) Scheme. The cost of membership (whether a new member, or a scheme update) is borne by you. If you are not already a member the cost will be £59, for existing members this will be £18.

Where the post requires you to have the use of a car for work purposes, it will be designated as a business car user with an estimated mileage of 4,000 miles per annum or less, therefore, a current driving licence and the use of a car for work is required. Mileage expenses are claimed at 45 pence per mile.

Probationary Period

Your first 6 months will be classed as a probationary period. Under certain circumstances the probationary period can be extended. We reserve the right to end your employment during the probationary period where you fail to reach the satisfactory performance or conduct.

Pension

We offer an 'auto enrolment' pension scheme to all staff subject to eligibility criteria.

You can find out more about workplace pensions and the benefits of staying enrolled by visiting www.gov.uk/workplacepensions

Annual Leave

The annual leave year is from 1 April to 31 March. Your full annual leave entitlement will be 32 days per annum (pro rata for part-time employees). We do not have fixed public holidays. Where a full year has not been worked, a proportion of the full year's entitlement will be granted based on the number of complete months worked in the year.

Offers of Employment

Any offer of employment made will be conditional based on the following pre-employment checks:

- Satisfactory references (one should be from your present or most recent employer or school / college, if this is your first employment). We would not normally accept references from relatives or friends. We reserve the right to request more than 2 references.
- Producing the documentary evidence under the requirements of the Immigration, Asylum and Nationality Act 2006 (this is to verify that you are eligible to work in the United Kingdom).
- It is a requirement of this post that you are eligible to register with the Nursing & Midwifery Council or the Scottish Social Services Council and either hold or be willing to work towards qualifications that will help you to maintain your registration.
- Verification of any qualifications / memberships you have stated on your application form, if relevant.
- Registration as a member of the Protecting Vulnerable Groups (PVG) Scheme.
- (If required) The ability to undertake CALM training.

This information is provided for general guidance only and is not intended to be contractual.