

Employment Information & Benefits



NON CURRICULUM STAFF

Salary

The salary, scale and grade related to the job applied for are specified in the job description.

The conditions of service are based on the 'Scheme of Conditions of Service of the National Joint Council for Local Authorities Administration Professional Technical and Clerical Services' (as varied and adopted by the Corporation from time to time).

Salaries are paid on the 24th of each month directly into your bank account.

Pay Progression

Incremental progression is automatic and is effective from 1st April each year until the top of the scale is reached. The Corporation reviews the payscale each year and increases the scale by a percentage agreed on a year by year basis.

Hours of Work

The standard working week for full time employees is 36½ hours.

Monday to Thursday 7½ hours and 6½ hours on Friday

The College operates a system of flexible working hours which includes a shift system and may include weekend and evening cover.

Medical Clearance, CRB and References

Offers of employment are made subject to Criminal Record Bureau disclosure and medical clearance. If required, the College may refer candidates to an independent medical adviser. Appointment is also subject to satisfactory references.

Induction

All new employees will be required to attend a College Corporate Induction Programme. An individual induction training programme will be prepared by their line manager to orientate the employee into their new role.

Probation

It is a condition of service that all new employees are subject to a satisfactory probationary period of 26 weeks. Following probation the employment will be made permanent subject to a satisfactory report.

Performance Assessment

The College operates a Staff Appraisal System.

Annual Leave

The leave year is from 1 April to 31 March. Entitlement for a full year is as follows:

Annual salary	Basic	After 5 years	After 10 years	After 15 years	After 20 years
Up to scale 4	20	25	26	26	27
Scale 5 and 6	22	25	27	27	28
Scale S01 and above	24	27	28	29	30

New entrants to the service are entitled to annual leave proportionate to service during the leave year of entry.

The College also grants all staff 12 days leave (inclusive of bank holidays) in addition to the contractual leave detailed above.

These days are:

Easter: 3 days

Whitsun: 2 days

Christmas: 3 days

May Day: 1 day

August Bank Holiday: 2 days

New Years Day: 1 day

Sickness

During 1st year of service, for the first 4 months:

1 month full pay.

After the completion of the 4th month:

2 months half pay.

During the 2nd year of service: 2 months full pay and 2 months half pay.

During the 3rd year of service: 4 months full pay and 4 months half pay.

From the 4th and 5th year of service: 5 months full pay and 5 months half pay.

More than 5 years of service: 6 months full pay and 6 months half pay.

Mentoring

All new employees will be assigned a Mentor to provide support, guidance, knowledge and advice.

Health & Safety and Security

It is the duty of every employee to comply with the college H & S policy and local workplace regulations and procedures. Similarly, it is their responsibility to ensure a secure a safe environment and bring any breach of security to the attention of the college management.

Smoking

In order to reduce the risk of smoking related illness, the College has a policy of 'no smoking' in enclosed work areas.

Data Protection

All staff are required to abide by the College's Data Protection Policy, a copy of which is included in the induction information. A failure to follow any of the guidelines in relation to collection, keeping, processing or destruction of any personal data, whether regarding another staff member, students or other third party, will be regarded as potential misconduct, whether deliberate or accidental. This may result in disciplinary proceedings being brought.

Deliberate or negligent misuse of data, whether by unlawful disclosure or otherwise, may be considered gross misconduct and may result in summary dismissal in the most serious cases.

Confidentiality

In the course of your duties you may have access to confidential material and information about students, members of staff or other educational services. On no account must this information be divulged to anyone without authorisation having first been given. Failure to comply with these rules will be regarded as serious or gross misconduct, which may result in disciplinary action taken against you.

Equal Opportunities

South Birmingham College is an equal opportunities employer. Equal opportunities and valuing diversity are core values of the organisation and we aim to ensure that these principles underpin all areas of our activity. The College will strive to ensure that all appointments are fair and unbiased and offers of employment will be made solely on the basis of suitability for the job. We will not discriminate on the grounds of age, nationality, national origin, race, religious belief, marital status, gender, gender reassignment, sexual orientation, disability or impairment, responsibility for dependants, or trade union membership.

BENEFITS

Staff Development

There is an opportunity to undertake approved staff development. The College has approved "Investor in People" status and allocates significant sums of money to encourage development for all staff. Staff are entitled to additional leave for examination days and additional study days are available.

Pension

It is College policy to promote the Local Government Pension Scheme. This is an occupational scheme. All new employees will be automatically registered with the Teachers Pension scheme unless they complete an opt out form.

Birmingham Hospital Saturday Fund (BHSF) Health Cash Plan

The BHSF health plan is available at a reduced cost to all College employees. The plan pays cash towards a wide range of health costs (ie dentists, opticians etc)

Colleges Health Trust

This is offered to employees of all colleges which are members of the Association of Colleges. The scheme is set up on a non-profit basis and it is open to all college employees on a voluntary basis

Eye Care Vouchers

Employees are entitled to vouchers for discounts on spectacles and eye examinations. They are available to staff after VDU Screening by the Occupational Health Nurse.

Complementary Therapies

Acupuncture is available to staff at a subsidised rate. These sessions are usually held at the Hall Green Centre every week. Employees are welcome to contact Human Resources for booking details.

Car Lease Scheme

LOMBARD: The College car lease scheme is available to all members of staff (following successful completion of the probation period). More than 3,000 vehicles are available through the scheme at preferential rates.

Career and Counselling

The College has an 'in house' service for Careers Advice and Counselling which can be accessed by all employees free of charge.