



INFORMATION FOR CANDIDATES

BUSINESS SUPPORT STAFF

Thank you for your interest in working at Exeter College. The following is an outline of the Terms and Conditions of Employment you can expect if you are successful in your application.

Salary

The starting salary for all new employees is normally at the first point within the salary scale. Increments to the next point within the salary scale are awarded after six months service or on the 1st April each year, whichever is the later.

Cost of living rises may be awarded throughout the course of employment, however these are not guaranteed.

Salaries are paid on the 25th of the month directly into a bank or building society account. When the 25th falls on a weekend or a Bank or Public Holiday, payments are made on the last working day before this date.

Pension Scheme

Exeter College is able to offer membership of the Local Government Pension Scheme to its employees; this is administered by Devon County Council. This is a contributory scheme; employees are required to make contributions of 6% of their pensionable pay, in addition the College also make contributions. This is a final salary scheme which offers a guaranteed pension based on final salary and length of membership of the scheme.

Holiday Entitlement

Annual leave entitlement is 28 days per annum (pro rata if the post is part time). In addition, all employees are entitled to the eight Bank Holidays per year.

Christmas Close Down

The College has a close down period each Christmas. The exact length of the Christmas close down varies each year, however employees can expect a minimum of five working days as well as the Bank Holidays; this is in addition to the annual leave entitlement detailed above.

Flexible Working Hours

Most support staff posts within the College operate under the flexible working hours system. How employees choose to work their weekly hours can, to a certain extent, be flexible depending on the demands of the College, other work colleagues, the nature of the work and the personal circumstances of the member of staff. It must be remembered that the needs of the College must not suffer and the co-operation of everyone is vital to the success of the scheme. The core hours are between:

9.30am and 12noon
2.00pm and 4.00pm

All employees are required to be at the place of work between these hours. Depending on the cover within their department and the demands of their workload they have the opportunity to vary their start and finish times to suit them.

Some posts within the College operate on a shift pattern and therefore flexible working hours does not apply.

Probationary Period

All new appointments are subject to a 10-month probationary period; during this time employees have regular review meetings with their line manager to support them during the first few months and to assess their progress.

Staff Development

The College operates an annual Professional Performance Review process to highlight any training and development needs. Employees have the opportunity to undertake any courses offered by the College and if the course relates to their job it is free of charge.

Parking

There are very limited parking facilities available at the College, and there is a charge. All employees are issued with parking permits, to enable them to park in College car parks.

Public Transport

Exeter College is located only a short distance from the city centre and also two train stations (St David's Station and Central Station). The College is also located on a bus route and is within easy access of other buses that run through the town centre.

Smoking

Exeter College operates a no smoking policy, and smoking is not allowed on Exeter College sites.

Exeter College Facilities

There is a canteen and an excellent, reasonably priced Brasserie and Restaurant run by the Hospitality & Catering Department and its students; these are all located in the main site building.

Interviews and Expenses

The College will reimburse second-class travelling and reasonable out-of-pocket expenses for candidates travelling long distances who are selected for interview.

Occupational Health Questionnaire

Interview candidates are required to complete an Occupational Health Questionnaire, which should be brought to the interview. All appointments are subject to Occupational Health being satisfied with medical fitness. Occupational Health forms for unsuccessful candidates are confidentially shredded.

Criminal Records Bureau

As part of the offer process, all new employees are required to undertake a check through the Criminal Records Bureau. Applicants must reveal on their application form any information concerning 'spent' or other convictions. All convictions must be declared including those for which the sentence given was an absolute or conditional discharge. The CRB have a Code of Practice which is available on request.

If you have any further queries please contact the Human Resources Department.