**Terms and Conditions of service for FACCTS Schoolsworker *(page 1 of 2)***

**Terms of appointment**

The appointment is a one year fixed term appointment. We shall review whether we can continue with the post 4 months before its expiry. Any appointment will be subject to: (a) receipt of satisfactory references and a DBS check, within a reasonable period; (b) affirming agreement with FACCTS' Statement of Belief and Aims; (c) satisfactory completion of the probation period; and thereafter (d) on-going compliance with FACCTS policies and the agreed notice period.

**Salary**

The salary for a full time schoolsworker is £21,000 - £30,000 p.a. depending on qualifications and experience. A part time schoolsworker will be paid a proportion of this, that proportion depending on their hours compared with full time hours of 37.5 per week. So someone working 15 hours a week will be paid in the range £8400 - £12,000 p.a. This will be paid monthly in arrears on or around the last day of each month.

**Pension**

If paid above the legal minimum, the schoolsworker must make a minimum contribution of 3% to an agreed pension plan. FACCTS will also contribute the equivalent of 5% of the worker’s salary. If the schoolsworker is not obliged to join a pension scheme, FACCTS will give them the opportunity to do so on the same terms.

**Travel and Expenses**

Reimbursement will be provided for travel and other expenses that are reasonably incurred by the worker in carrying out his/her duties. For car use (covered by business use insurance) a mileage allowance at the current Civil Service rate is provided. Expenses should be claimed monthly on the agreed expenses form, supported by receipts. No expenses are payable for travel between home and work.

**Hours of work**

The hours exclude lunch breaks and are worked in term time only. Due to the nature of the work, some of these hours may need to be worked at evenings and/or weekends. Overtime is not payable. Time off in lieu may be taken if it is approved in advance by your line manager and should normally be taken within one month of the overtime worked.

**Holidays**

A full-time schoolsworker is entitled to 20 days annual leave, plus statutory holidays and public bank holidays. This is pro-rated for a part-time post. Holiday and timing of leave should be agreed with the line manager. Leave should normally be taken in school holidays rather than term time. Leave entitlement for incomplete years will be calculated pro rata.

**Training**

You will be required to attend training as agreed with the line manager. We will endeavour to accelerate your schools work training to equip you to confidently work in the classroom as soon as possible.

**Probation**

The post is subject to the satisfactory completion of a probation period of one term.

**Notice**

Either the schoolsworker or FACCTS can terminate employment during or at the end of the probationary period with one month’s notice in writing. Once this period has elapsed, the normal notice period will be three months. In any period of absence, the schoolsworker is to notify the line manager as soon as possible on the first day of the absence. In any absence exceeding one week, medical certificates must be supplied. For periods of absence beyond three months, FACCTS may, at its discretion, make ex-gratia payments. FACCTS can also give one month’s notice of termination of employment ending no earlier than the 28 week qualifying period for SSP.

**Supervision**

The schoolsworker will report directly to the line manager. FACCTS will ensure non-directive spiritual supervision and support is provided for the schoolsworker.

**Trust policies**

FACCTS has policies in place and the schoolsworker will be provided with a copy and should read and have a working knowledge of them.

If any difference of opinion should arise in connection with the operation or understanding of these Terms and Conditions, the schoolsworker should first consult with the chair person of FACCTS, or any such person authorised by him/her. The worker has the right to bring with them for such meetings a colleague to act as support and a witness to fact, and the chair person of FACCTS also reserves the right to have another FACCTS director present.

In event of any legal dispute, the provisions of English Law shall prevail at all times.

Signed by:

FACCTS Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

FACCTS Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Schools Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_