



## DEPUTY HOME MANAGER THE TAGER CENTRE

### Summary Terms and Conditions

|                               |   |
|-------------------------------|---|
| <b>Location:</b>              | Ravenswood Village<br>Nine Mile Ride<br>Crowthorne, Berkshire<br>RG45 6BQ   |
| <b>Salary:</b>                | £26,879 to £29,108 per annum<br><br>Salary offered is dependent on Person Specification Essentials being met. There is an expectation that all criteria will be met / achieved with agreed timescales at which time full salary will apply. |
| <b>Payment:</b>               | Salaries are paid on or about 28 <sup>th</sup> of each month.   |
| <b>Review date:</b>           | Salaries are reviewed annually on 1 April.  |
| <b>Hours:</b>                 | 39 per week you will be required to work flexibly to meet the needs of the service which will included some evenings, nights, weekends and Bank Holidays.   |
| <b>Holiday Entitlement:</b>   | 21 days per annum rising to a maximum of 28 days (one additional day for each completed year of service)<br><br>Personal leave year calculated from the beginning of the month following month of commencement of employment with Norwood.  |
| <b>Pension Scheme:</b>        | Norwood operates a non-contributory pension scheme which employees are eligible to join at commencement of service.   |
| <b>Normal Retirement Age:</b> | 65 years  |

|                          |  |                             |
|--------------------------|--|-----------------------------|
| <b>Sickness Benefit:</b> | During probationary period                             | SSP only (where applicable) |
|                          | After probationary period to end first year of service | 4 weeks full pay            |
|                          | During second year of service                          | 6 weeks full pay            |
|                          | During third year of service                           | 8 weeks full pay            |
|                          | During fourth year of service                          | 10 weeks full pay           |
|                          | During fifth year of service and beyond                | 12 weeks full pay           |

**Sickness absence is calculated on a rolling year basis**

**Minimum Notice Periods:** Statutory minimum periods of notice will apply unless indicated in individual Contracts of Employment.

**Maternity / Paternity / Parental / Adoption Benefit:** In line with current legislation.

**Special Leave** Maximum 5 days – depending upon circumstances - at manager’s discretion.

**Smoking Policy:** All offices and certain named premises are non-smoking buildings. No staff are allowed to smoke in any Norwood premises or the immediate environs.

**Policies & Procedures:** Norwood has a range of policies and procedures to support its staff in their work. These include confidentiality, health and safety, equal opportunities and grievance and disciplinary procedures.

**Training and Development:** Norwood is committed to training and personal development for its employees. All new staff are given a comprehensive induction programme. Training needs are identified and career development planned on an ongoing basis, aided by a Performance appraisal system.

**Kosher Buildings:** As Norwood is a Jewish Organisation the laws of Kashrut must not be contravened. To ensure this, no meat or shell fish or certain other fish may be brought into office buildings and only Kosher products may be brought into residential buildings. During Passover leavened products are also excluded.

**Collective Agreements:** These terms and conditions are not bound by any collective agreements.