

Working within the Skills and Education Group

We aim to provide a positive working environment to help you get the most out of working within the Skills and Education Group.

You will be part of a supportive and friendly team and will be able to take advantage of a host of benefits including: free car parking, free tea and coffee, a contributory pension scheme, Employee Assistance Programme, excellent learning and development and generous holiday entitlement. Our commitment to promoting a positive work life balance includes the opportunity of flexible working.

All posts are subject to the terms and conditions determined by the Skills and Education Group

HOURS (full-time posts)	You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities, with normal full-time working hours of 37 per week.
LOCATION	Robins Wood House, Robins Wood Road, Aspley, Nottingham, NG8 3NH or Certa House, Lower Warrengate, Wakefield, West Yorkshire, WF1 1SA
INDUCTION	<p>The Skills and Education Group is committed to ensuring that new employees receive an appropriate induction which will familiarise them with the organisation, their team and their role.</p> <p>Employees will be allocated a mentor to help speed up the settling-in period. The mentor will assist with any day-to-day questions that may arise and offer support in the early stages of your appointment, particularly during the probationary period.</p> <p>The role of mentor is as guide and support, possibly a confidante, as well as source of information.</p>
PROBATIONARY PERIOD	Appointments are subject to a probationary period of six months. The purpose of the probationary process is to establish an employee's suitability to a new role and to provide an on-going period of support, evaluation and review. It is intended to provide positive assistance to help members of staff adapt effectively into a new role and into the organisation.
APPRAISAL	<p>All employees will be expected to participate in a regular appraisal of their performance in relation to the duties and responsibilities allocated to them.</p> <p>The appraisal process provides an opportunity to formally recognise the achievements of all employees and for all line managers to understand how members of their team can be developed in order to perform to the best of their ability.</p>
ANNUAL LEAVE	<p>Employees are entitled to receive their normal remuneration for all statutory Bank and Public Holidays (eight days) normally observed in England and Wales and on five additional discretionary days (ie a total of 13 days leave with pay) annually. The Company may decide to close for a number of working days in the interests of efficiency.</p> <p>In addition employees shall be entitled to a minimum annual paid leave of 21 days. Annual leave entitlement will increase by one day each year, to a maximum for all staff of 25 days. Directors shall be entitled to annual paid leave of 25 days.</p>
CONTINUOUS PROFESSIONAL DEVELOPMENT	Skills and Education Group is committed to developing all of its employees and believes in continuous professional development. We will ensure that you are given the support, training and development needed to do your job effectively and develop.
EMPLOYEE ASSISTANCE PROGRAMME	All employees are entitled to the Westfield Health Employee Assistance Programme to help with health and wellbeing.
PENSION	Skills and Education Group will pay the equivalent of 6% of your salary into the Scottish Widows Personal Pension Scheme as long as you contribute a minimum of 3% .

SICK PAY SCHEME	We offer generous and competitive sick pay, which increases with your length of service, as well as support to all staff in times of sickness and personal difficulties.
TRAVEL AND SUBSISTENCE ALLOWANCE	Skills and Education Group will reimburse all reasonable travel, subsistence and other costs incurred by employees in the conduct of their duties. All journeys by car on official business for any employee will be reimbursed at a flat mileage rate. This rate is currently 45p per mile up to the first 10,000 miles and 25p per mile thereafter.

November 2018