Notes For The Information Of All Candidates Applying For The Post Of

DUTY SUPERVISOR / NIGHT DUTY SUPERVISOR

There will be a 24 hour management rota for this development. Duty Supervisor will cover the management rota when the Registered Estates Manager is not on duty. There will be daytime shifts and evening shifts available, this will include working alternate weekends.

There will also be a night Duty Supervisor whose role is part waking, part sleep.

In addition to an attractive salary and a good working environment, the Company offers excellent terms and conditions of service and this information sheet sets out the main conditions which are available to the successful candidate.

1. **Salary**

   Your rate of pay will be as follows for **Duty Supervisor**:

   - Entry Rate (QCF Level 2 Diploma in Health & Social Care or equivalent): £9.60 per hour
   - Achievement of QCF Level 3 Diploma in Health & Social Care or equivalent: £9.83 per hour

   Your rate of pay will be as follows for **Night Duty Supervisor**:

   - Entry rate: £8.07 per hour

   Hours worked between midnight Friday and midnight Sunday will attract a £1.00 per hour premium.

2. **Hours**

   Providing various relief hours, to cover annual/sick leave.

   Duty Supervisor shift patterns are from 8.45am – 4.30pm and/or 4.15pm – 9.45pm. This will include working alternate weekends. At the start, we envisage offering approximately 15-25 guaranteed hours per week. Some people may wish to undertake both in order to increase the hours they work. Please indicate this on your application form.

   Night Duty Supervisor shift patterns are from 9.30pm – 9.00am (8 hours sleeping and 3.5 waking hours). This will include working alternate weekends.

3. **Annual Leave**

   Annual leave amounts to 28 days per year including Bank Holidays, pro-rata for part time hours. The annual leave year period runs from 1st April to 31st March.

4. **Equal Opportunities Policy**

   The Company intends to ensure that no employee or job applicant should receive less favourable treatment than another on the grounds of sex, age, marital status, racial origin, disability, sexual orientation or political or religious beliefs. Its recruitment practices will exclude all assumptions, preferences or judgements that are not strictly job related.

5. **Disclosure and Barring Service**

   All provisionally selected applicants will be required to apply for an Enhanced Certificate from the Disclosure and Barring Service. Failure to apply for a Certificate when requested will disqualify applicants from employment.

   If you leave the Company’s employment within one year from the commencement of your employment the relevant cost in respect of the DBS Certificate will be deducted from your final pay.

6. **Job Description**
Details of the duties involved are outlined in the Job Description.

7. **Probationary Period**

The appointment of every new employee shall be subject to a term of probation of up to six months which will be regularly reviewed. If performance is unsatisfactory employment will be terminated within the six month period subject to one week’s notice.

8. **Sickness Scheme**

The Company operates a Statutory Sick Pay Scheme, details of which are available on request.

9. **Pension Scheme**

In line with Government legislation we are required to enrol workers into a workplace pension scheme. This is dependent on various eligibility criteria, more information is available from your work base.

10. **Life Assurance**

Life Assurance cover of two times the contractual annual salary is provided to eligible employees. This is subject to the scheme provider and terms and conditions.

11. **Notice Period**

Notice required to be given by you as the employee to terminate your employment Contract.

One month’s notice in writing.

Notice you are entitled to receive from the Company to terminate the employment contract. Period of Continuous Employment | Minimum Notice
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During Probationary Period | 1 Week’s notice
Up to 5 years’ service | 1 Month’s notice
5 years or more but less than 12 years | 1 Week for each year of continuous employment
12 years or more | Not less than 12 weeks

12. **Payment**

The successful applicant will be paid 4 weekly by credit transfer.

13. **Confidentiality**

Information about the activities, clients and employees of the Company which employees obtain during the course of their employment must be kept strictly confidential, both during and after the employment, and must not be used for any other purpose than for the business of YourLife Management Services Ltd.

The successful applicant will also be required to sign an undertaking not to assist customers in the preparation of wills and bequests, nor to receive gifts.

14. **Training**

The successful applicant will be required to participate in the Company’s supervision and training programmes enabling them to carry out your full range of duties. They will also be required to participate in follow-up/refresher courses as necessary, eg health and safety and fire prevention.

15. **Miscellaneous**

If you introduce a friend to YourLife Management Services and they are successful in their appointment you will be entitled to a £250.00 “Introduce a Friend” bonus. You will receive £125.00 once they have completed 3 months of their probationary period and a further £125.00 on satisfactory completion of their probationary period.