



Terms and Conditions of Service for the Post of Part Time Christian Primary Schools Co-ordinator

2016

Term of Appointment:

The Part – time Worker will initially be employed until 31.07.17, working an average of at least 6 hours a week in term time, additional hours depending on opportunities, and negotiation with trustees.

Place of Work:

The CICS office will be available for use at St Georges House, Lilac Street, Lee Mount, Ovenden, West Yorkshire, HX3 5BT but the worker may well prefer to work from home. With the nature of the job, the worker will cover schools, churches etc over the whole of Calderdale.

Salary:

You will be paid at a rate of £13.00 per hour (calculated including holiday pay, based on £22,250 p.a.) by the 14th of the following month (subject to time sheets being submitted promptly).

Expenses: (for materials and travel etc) will be agreed with the Liaison Trustee(s) and reimbursed monthly. A record is required along with receipts.

Use of the worker's own car is reimbursed at Scripture Union rates, reviewed each April. From April 2011 the mileage allowances are 45p per mile for the first 5000 miles per annum, then at 25p per mile.

Hours of Work:

The worker will organise his/her own timetable in consultation with the Liaison Trustee. Due to the nature of the work, some hours may need to be worked in the evening and/or at weekends.

Training:

The worker is expected to accept SU training and advice. The time involved will be counted as time working for the Trust. Expenses for such training will be paid by the Trust.

Notice:

Either the worker or the Trust can terminate employment during or at the end of the first 6 months with one month's notice in writing. Once this period has elapsed, the normal notice period will be three months, but this may be reduced by mutual agreement. The Trust may terminate employment immediately or on such notice as it decides for serious or gross misconduct, not following the Scripture Union Child Protection procedures, or if the worker ceases to uphold the Statement of Belief. (See Disciplinary Policy)

Policies:

The worker will be given access to a copy of the Policies which he/she should read and of which he/she should have a working knowledge.

The worker must also be familiar with and observe the terms of the insurance policies covering the activities and property of the trust.

If any difference of opinion should arise in connection with the operation or understanding of these Terms and Conditions of Service, the Schools Worker shall first consult with the Chairperson of the Christian Initiative in Calderdale Schools Trust, or any person authorised by him/her. The worker has the right to bring with them for such meetings a friend or colleague to act as a witness to fact, and the Chairman of the Trust, or his/her representative, also reserves the right to have another person present.

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



Christian Initiative in Calderdale Schools

Charity Registration Number: 1097660

Post of Part-Time Schools Worker with CICS **from 01.09.16)**

Declaration:

I acknowledge receipt and confirm that I have read and accept the Terms and Conditions of Service for the post of Christian Schools Worker.

Schools Worker: Name..... Date:

Signature:

Trustee: Name..... Date:

Signature:

Trustee: Name..... Date:

Signature:



In association with Scripture Union

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