



## **BRAUNTON PARISH COUNCIL**

### **General Information**

#### **Relief Caretaker**

##### **Salary**

The post is graded on an incremental scale, subject to satisfactory performance, as follows:

Grade Spinal Column Point (SCP) 2-3

SCP 2           £23,656

SCP 3           £24,027

As the appointment is part time, the pro rata salary for 5 hours per week is shown below:

Grade Spinal Column Point (SCP) 2-6

SCP 2           £3,196.76

SCP 3           £3,246.89

##### **Typical Weekly Hours**

A typical working week will be as follows:

First Tuesday of each month – approx. 1.5 hours at lunchtime.

Wednesday – 1 hour at Work Hub.

Thursday – 1 hour at Work Hub.

Friday – 1 hour at Work Hub.

Sunday – Parish Hall bookings as required.

In the absence of the Caretaker, you will be required to work additional hours including Monday to Saturday.

##### **Terms and Conditions**

The appointment will be subject to the terms and conditions laid down in the NJC for Local Government Services as supplemented by local agreements and by the rules of the organisation.

##### **Annual Leave**

The post attracts an annual leave entitlement of 23 days per year plus public holidays. A further 5 days are added following five years continuous employment.

Holiday will be calculated pro-rata.

## **Pensions**

Braunton Parish Council is a “Designating Employer” of the Local Government pension scheme.

## **Probationary Period**

The appointment is subject to a six month probationary period.

## **Notice to Terminate Employment**

The post holder is required to give 1 month notice of the termination of their employment. The minimum period of notice to which the post holder is entitled is one month, increasing after four years’ service by one week for every subsequent year up to a maximum of 12 weeks.

## **Equal Opportunities Policy Statement**

Braunton Parish Council is fully committed to the development of policies to promote equal opportunity employment. Braunton Parish Council’s equal opportunity policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, marriage/civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, race (including ethnic origin, colour, nationality and national origin), religion or belief.

Braunton Parish Council believes that this policy will ensure that the talents and resources of its employees and potential employees will be utilised to the full.