



## **CEDAR INTEGRATED PRIMARY SCHOOL & NURSERY UNIT**

### **POST - CATERING ASSISTANT**

#### **SUMMARY OF TERMS AND CONDITIONS OF SERVICE**

The Conditions of Service are determined by the National Joint Council (NJC) for Local Government Services.

#### **HOURS**

2hrs + overtime per day (5 days a week).

#### **REMUNERATION**

Scale 1 - 2 (£9.2502 - £9.4351). Your hours of work exclude meal breaks.

A retainer fee calculated at the rate of one half of the employee's normal rate of pay is payable during holiday periods.

Cedar employees are paid by Bankers Automatic Clearing System (BACS) on a monthly basis. Employees must have a current bank account and provide details prior to the first date of commencement of employment.

#### **SICK PAY**

Cedar IPS will pay statutory sick pay provided an employee satisfies the rules governing this payment.

#### **MATERNITY, ADOPTION, PATERNITY AND PARENTAL LEAVE**

Cedar IPS has schemes in operation for the provision of Maternity, Adoption, Paternity and Parental leave.

#### **PROBATIONARY PERIOD**

The first 26 weeks of service is defined as the probationary period.

## **SUPERANNUATION**

The pension scheme provided by Cedar IPS is the Local Government Pension Scheme (LGPS) (NI) which is administered by the Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC).

Membership of the Local Government Pension Scheme for Northern Ireland is available. Cedar IPS will enrol you in the Scheme on a contractual basis provided your contract last for more than 3 months and contributions towards the scheme will be deducted from your pay. In addition, Cedar IPS has a statutory obligation to automatically enrol you in the Scheme provided you meet the eligibility criteria at any time during your employment.

For more information on being a member of the Scheme please visit the NILGOSC website: [www.nilgosc.org.uk](http://www.nilgosc.org.uk) or alternatively contact the NILGOSC office as follows:

**In person:** Templeton House, 411 Holywood Road, Belfast, BT4 2LP

**Telephone:** 03453197325

**Fax:** 03453197321

**E-mail:** [info@nilgosc.org.uk](mailto:info@nilgosc.org.uk)

## **NOTICE PERIOD**

The minimum period of notice employees are required to give to terminate employment is not less than 1 calendar month/4 weeks.

## **UNDERTAKING WORK IN ADDITION TO THIS POST**

The Working Time Regulations 1998 implement a maximum working week of 48 hours and although not expressly stated within the Regulations, UK Government guidance has made clear this total applies cumulatively to all employment held by the individual, not separately to each job.

Taking the Working Time Regulations and Health and Safety obligations into consideration employees who intend to undertake or have secondary employment should notify Cedar IPS in writing of the nature of the role, the number of hours worked and the times that the additional post/s is/are worked.

## **CHILD PROTECTION**

The Safeguarding Vulnerable Groups (NI) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

Appointment to a post defined as 'regulated activity' is subject to a satisfactory outcome of the vetting procedure, including receipt of a satisfactory Enhanced Disclosure Certificate from Access NI which currently costs £33. **Please note that successful candidates will be expected to meet the cost.**

## **PRIVACY NOTICES**

Available on [cedarips.co.uk](http://cedarips.co.uk)

## **OTHER POLICIES AND PROCEDURES**

Other policies and procedures are available from the office on request.