**Bishop Grosseteste University**

**FURTHER DETAILS FOR APPLICANTS**

The working conditions are fixed by The University Council and are generally in line with those agreed nationally for staff employed in Higher Education. BGU adopts the national single pay spine and is represented by UCEA in the annual pay negotiations with Trade Unions.

This post has been advertised at Grade 6 which covers the range of spine points 22 to 29 and salaries from £25,298 to £31,076.

All employees will receive an annual increment on 1 April of each year up to the threshold for the grade unless they are subject to formal action under the capability or disciplinary procedure.

Paid annual leave for professional support staff on grade 1 to 7 is 22 days per year (pro-rata if part time), plus 8 statutory holidays and an additional 3 discretionary days. After 5 years' service the annual leave will be increased by a further 5 days.

Professional support posts at grade 8 and above receive 35 days’ annual leave.

Academic posts receive 35 days’ annual leave.

There is a Flex-time Scheme is place for eligible posts and the normal full time working week is 37 hours from 8.30 to 5.00 Monday to Friday and 8.30 to 4.30 on Friday.

In accordance with the rules of the scheme you will be eligible to join either the Local Government Pension Scheme, the Teachers Pensions Scheme and, if you are an existing member, the Universities Superannuation Scheme

The successful candidate will be required to complete a Declaration of Health Form and, if necessary, have a medical examination to ascertain that he or she is medically fit to perform the duties of the post.

You will also be required to provide evidence of your eligibility to work in the UK.

New employees to BGU may have to undertake a DBS check depending on their job role.

All offers of employment are made subject to the University receiving two satisfactory references.

Other benefits include:

Free staff park

Subsidised BG gym membership

Childcare Vouchers

Cycle to Work Scheme

On site restaurant and coffee shop facilities

Free access to a confidential Counselling Service

Access to study BG courses at nil fees (subject to eligibility criteria)

Death in Service (2x salary)

Contribution towards relocation costs for posts at Grade 6 and above

Library membership

Occupational sick pay scheme

Annual staff celebration