**NON-TEACHING CONTRACT – To be placed on Letter headed paper**

Dear

**Appointment of** **[ENTER POSITION]**

**Statement of Particulars**

On behalf of the Governors, I am pleased to conditionally offer you the post of [ENTER POSITION] on grade [ENTER GRADE] spinal point [ENTER SPINAL POINT] in accordance with the conditions set out in the Employee Handbook. A copy of the handbook can be found on the Schools HR Intranet site www.harrow.gov.uk/hr4schools. You will be employed to work at [ENTER NAME OF SCHOOL].

**Your period of continuous service is as follows:-**

Date of commencement of this employment is [ENTER START DATE].

Date of continuous service for calculating occupational sick pay is [ENTER START DATE].

Date of continuous service for calculating maternity, paternity and shared parental leave is [ENTER START DATE].

The continuous service date for redundancy payments will be determined in accordance with the Redundancy Payment (Continuity of Employment in Local Government, etc.) (Modification) Order 1999.

**You will need to complete the enclosed forms and return them to the School Office, within one week:**

* Financial Declaration form
* Bank / Building Society Details form
* P46 Starter Checklist (If you are in receipt of your P45, please do not complete the enclosed P46 Starter Checklist, but send the original P45)
* Please submit your P45, if available.

**This offer is made subject to the following conditions:**

* The receipt of references, which are considered to be satisfactory by the London Borough of Harrow.
* Satisfactory medical report or examination.
* A satisfactory Disclosure & Barring Service Check.

Producing original document(s) to show your entitlement to the right to work in the United Kingdom before you commence employment. The Asylum and Immigration Act Section 8, makes it illegal to appoint anyone who does not have the right to work in the United Kingdom or no right to do the work we are offering. Failure to provide the appropriate document(s) will result in this offer of employment being withdrawn.

With respect to the above checks, it has been decided that you can commence your employment pending receipt of the above conditions. Should any of the above checks prove to be unsatisfactory at a later stage, you will be advised at the time of the relevant School/Council procedures applicable to this situation. If appropriate, application of such procedures can lead to your dismissal.

***This paragraph is applicable to fixed term/temporary positions***

*Your employment with the Council as* **[ENTER POSITION]***is temporary for a fixed period and will terminate on* **[ENTER END DATE]**

Your salary is determined in accordance with London Borough of Harrow locally agreed pay scales based on the Greater London Provincial Council (GLPC) salary points.

Your current basic salary is £**[ENTER ANNUAL SALARY]**per year.

Your basic working week is one of **[ENTER WEEKLY HOURS]**hours FTE (**[ENTER FTE %]**%).

You will be required to work during term-time only. You should be available for work 195 days in any one year of which 190 will be days on which pupil contact will be required.

Your overtime entitlements are explained in the Employee Handbook.

Your first increment will be paid on **[ENTER DATE].** Please see Employee Handbook.

*You are required to hold a current First Aid Certificate approved by the Health & Safety Executive in accordance with the Health and safety (First Aid) Regulations 1981.*

*Continuous service in a special school until* **[ENTER DATE]** *qualifies you to pass through the qualification bar to spinal point 9 of the Nursery Nurse scale.*

*You will receive the following additional allowances:*

*Nursery Nurse Special School Allowance (LPB) - £***[ENTER AMOUNT]***per annum*

You are paid monthly by credit transfer on the 25th of each month. Where this date falls on a Saturday or Sunday, you will be paid on the preceding Friday.

**Probation Period**

The initial 26 weeks of the appointment is a probationary period during which you are required to establish you suitability for the job. Should you fail to satisfy the Council as to your suitability your employment with the London Borough of Harrow may be terminated. During your probationary period the period of notice that the Council is required to give is four weeks, irrespective of your grade.

**Notice**

If you wish to terminate your employment with the Council you will need to give the following period of written notice, dependent upon your grade:

Up to G7 (or equivalent) 4 weeks’ notice

G8 –G9 (or equivalent) 8 weeks’ notice

G10 and above (or equivalent) 12 weeks’ notice

If the Council terminates your employment you will be entitled to the following statutory notice as determined by your length of continuous Local Government service.

More than 2 years, but less than 12 years’ continuous services 1 week’s notice for each year of continuous service

More than 12 years’ continuous service12 weeks (maximum

You will receive contractual or statutory notice, whichever is the greater.

**Holidays**

The calculation of your salary includes an allowance for annual leave and public holidays so that you receive paid leave proportional to a full-time employee.

You are not entitled to take annual leave during term-time.

Details of annual leave entitlement can be found in the Employee Handbook

**Disciplinary and Grievance Procedures**

The disciplinary and grievance procedures governing your appointment are held locally by the School and are available from the Headteacher on request.

**Local Government Pension Scheme**

We provide automatic membership of the Local Government Pension Scheme (LGPS) to employees under the age of 75 who have a contract of employment of at least three months.

As this applies to you, you will automatically join the LGPS. As a member of the LGPS, you will benefit from a guaranteed income when you retire and other valuable benefits. Pension Letter attached includes details of what to do if you wish to opt out of the LGPS, together with:

Form A – Form of particulars, together with your birth certificate or passport, marriage certificate and birth certificate of your spouse/cohabiting partner (if applicable).

Form B – Death Grant Nomination Form.

For further information on the LGPS please visit [www.lgps.org.uk](http://www.lgps.org.uk) or [www.harrowpensionfund.org](http://www.harrow.gov.uk/pensions). For general information on saving for your retirement please visit [www.gov.uk/workplace-pensions](http://www.gov.uk/workplace-pensions).

**Membership of the Local Government Pension Scheme**

We provide automatic membership of the Local Government Pension Scheme (LGPS) to employees under the age of 75 who have a contract of employment of at least three months.

As your contract of employment is for less than three months, the law allows us to postpone bringing you into the LGPS for a period of three months from the commencement of your contract. You will therefore not be enrolled into the LGPS but you can join if you wish to do so. Details of how to join, and all the benefits of being a member are provided in the supporting guide.

If, at any point, the total length of your contract is extended to three months or longer and you have not previously elected to join the LGPS, you will be brought into the LGPS as from the date the contract is extended. Should you not wish to be a member of the scheme (or decide at some later date that you do not wish to be a member), you will be able to opt out. Details of what to do if you wish to opt out of the LGPS are contained in the supporting guide.

**More information**

For further information on the LGPS please visit [www.lgps.org.uk](http://www.lgps.org.uk) or [www.harrow.gov.uk/pensions](http://www.harrow.gov.uk/pensions). For general information on saving for your retirement please visit [www.gov.uk/workplace-pensions](http://www.gov.uk/workplace-pensions).

**Recovery of Overpayment**

The Council reserves the right to recover any overpayment relating to either a salary or other financial overpayment made to you. If you discover that an overpayment has been made, you must inform Payroll and your line manager and make arrangements for repayment. If the Council discovers that an overpayment has been made, you will be notified and arrangements made for repayments.

**Declaration of Interests**

You must inform your Headteacher, in writing, immediately on commencement of employment of:

1) Any financial or non-financial interests that you consider could bring about conflict with the Council’s interests. This means, matters that you or your family have an interest in which you are dealing with.

2) Membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct.

**Privacy Notice**

Your personal data records are held in accordance with the requirements of the Data Protection Legislation.

Please sign and return the attached copy of this letter with your relevant forms as outlined above.

*I confirm that, according to our records, you will continue working as a* ***[ENTER POSITION]****for* ***[ENTER WEEKLY HOURS]****hours per week at* ***[ENTER NAME OF SCHOOL]****If the above information is not correct, please contact this office on.*

Yours sincerely

[SIGNATURE]

On behalf of the London Borough of Harrow

Headteachers Name

Name of Schools

I accept the post of **[ENTER POST]** on the terms and conditions stated in the above letter and acknowledge that I have read the Employee Handbook.

Signed: ..................................................... Date: ....................................

cc personal file