



SUMMARY OF TERMS AND CONDITIONS OF SERVICE

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

HOURS

Please refer to the Candidate Information Pack for hours relating to the post. The full-time hours for an EA employee is 36 hours per week. Employees are required to work such hours as are necessary for the efficient discharge of the duties of the post.

FLEXIBLE WORKING OPTIONS

Detailed below are the specific conditions relating to the flexible working options available:

OPTION 1 - You are required to be on duty during school term plus two additional weeks. The timing of the two additional weeks is at the discretion of the Principal of the school.

OPTION 2 - You are required to be on duty for the contracted weekly hours, working during periods of school closure except when on annual leave or other authorised absence. Duties will normally be provided by the school. However, where necessary, alternative work and/or training will be provided by the Authority at any other such place of employment as may be reasonably required.

OPTION 3 - To work as for option 2 with a further option to request periods of unpaid leave during extended school holidays or closures.

REMUNERATION

Details relating to the salary scale/rate of pay are in accordance with the agreement relating to your grade. Your hours of work exclude meal breaks. The Candidate Information Pack provides the salary scale/rate of pay relating to the post.

EA 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.

ANNUAL LEAVE, PUBLIC HOLIDAYS AND EXTRA-STATUTORY HOLIDAYS

In accordance with the Working Time Regulations (Northern Ireland) 1998 (as amended), all employees have a statutory entitlement to a minimum of 5.6 weeks paid holiday.

The basic annual leave entitlement is increased after 5 years' service in accordance with existing agreements.

In addition, there are normally 12 public and extra-statutory holidays in any leave year.

Employees who work less than a 5 day/36 hour week, and/or fewer than 52 weeks per annum, will have an entitlement to leave that is pro rata to the hours, days and weeks worked.

Salary range	Minimum Entitlement	After 5 years' service
NJC Pts 1 – 6	21 days	28 days
NJC Pts 7 – 17	21 days	29 days
NJC Pts 18 – 30	23 days	30 days
NJC Pts 32 – 43	25 days	31 days
NJC Pts 43 (SPO1) and over	27 days	33 days

The leave year extends from 1 April in one year to 31 March the following year. New entrants will be entitled to leave proportionate to the completed months of service during the first year of entry.

School based employees **are not** permitted to take annual leave during term-time or scheduled work periods.

Please see details below of annual leave entitlement in relation to flexible working option chosen:

Option 1 – Your annual leave entitlement for the full leave year will be paid annually as a supplement to the July salary. The timing of this payment is currently under review and may be subject to change.

Option 2/3 – You are required to take your annual leave entitlement during periods of school closure at a mutually agreed time between yourself and the Principal/Line Manager. For those who have chosen option 3, your annual leave entitlement will be reduced following a block of 4 weeks unpaid leave or more in any leave year. The approval of the Principal/Line Manager must be obtained in advance of taking annual or unpaid leave.

In the event that the location, at which you are based, closes over a holiday period, you will be required to take annual leave accordingly. Alternatively, where it is possible to work from another location, you may request to do so; though any such arrangement must be approved, in advance, by your Line Manager.

SICK PAY

The Education Authority will pay statutory sick pay (SSP) provided an employee satisfies the rules governing this payment.

Employees who work less than a 5 day/36 hour week, and/or fewer than 52 weeks per annum, will have an entitlement that is pro rata to the hours, days and weeks worked.

MATERNITY, ADOPTION, PATERNITY AND PARENTAL LEAVE

The Education Authority has Schemes in operation for the provision of Maternity, Adoption, Paternity and Parental leave. Further information is available from Human Resource Services.

PROBATIONARY PERIOD

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

SUPERANNUATION

The Pension Scheme provided by the Education Authority is the Local Government Pension Scheme (LGPS) (NI) which is administered by the Northern Ireland Local Government Officer's' Superannuation Committee (NILGOSC).

Membership of the Local Government Pension Scheme for Northern Ireland is available. The Education Authority will enrol you in the Scheme on a contractual basis provided your contract lasts for more than 3 months and contributions towards the scheme will be deducted from your pay. In addition, the Education Authority has a statutory obligation to automatically enrol you in the Scheme provided you meet the eligibility criteria at any time during your employment. Information and assistance on automatic enrolment is available from the Education Authority Human Resources Section. If you do not wish to remain in the Scheme you may opt out at any time.

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

In person: Templeton House, 411 Holywood Road, Belfast, BT4 2LP
Telephone: 0345 3197 325
Fax: 0345 3197 321
E-mail: info@nilgosc.org.uk

RETIREMENT

Further information is available from Human Resource Services.

NOTICE PERIOD

The minimum period of notice employees are required to give to terminate employment is not less than 1 calendar month/4 weeks. Employees on salary NJC Pt. 42 and above (or equivalent) are required to give 3 calendar months' notice.

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 the Education Authority 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 (Northern Ireland) 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 AccessNI which currently costs £33. **Please note that successful candidates will be expected to meet the cost.**

PRIVACY NOTICES

Detailed Privacy Notices are published on the EA website <https://www.eani.org.uk/about-us/privacy/ea-privacy-notices> which provide further information on how EA processes your personal information as well as detail on how to contact us if you have any questions. If you are unable to access the EA Privacy Notices, please contact human resources and copies will be provided.

OTHER POLICIES AND PROCEDURES

Other policies and Procedures are available from Human Resource Services on request.

Updated 1 April 2019