



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.

REMUNERATION

Nursery Assistants must be available for work 195 days in any school year of which 190 days will be days on which pupil contact will be required, staff working less than 5 days per week will have the requirement pro-rated accordingly. There will be no abatement of pay in respect of days not required to be worked during school holidays.

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

Holiday pay is paid during periods of school closures.

SICK PAY

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

Occupational sick pay is paid in accordance with NJC Conditions of Service.

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

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.

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 associated.**

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