



# Buckinghamshire College Group

Aylesbury Wycombe Amersham

Aylesbury Campus, Oxford Road, Aylesbury, Bucks, HP21 8PD

Wycombe Campus, Spring Lane, Flackwell Heath, High Wycombe, Bucks, HP10 9HE

Amersham Campus, Stanley Hill, Amersham, Bucks, HP7 9HN

## Terms and Conditions of Employment

### Exams Manager

#### Type of Contract

Management

#### Status of Contract

Permanent

#### Location

Based at Aylesbury Campus – required to travel to Amersham and Wycombe campuses

#### Hours of Work— Full Time

The working hours are 37 per week.

#### Annual Leave

Annual Leave entitlement is 30 days plus statutory Bank Holidays (pro rata for fractional posts)

The annual leave year is 1<sup>st</sup> September to 31<sup>st</sup> August

The College operates periods of time throughout the year where no leave is approved. Typically, this is the last 2 weeks of August, September and a staff development week in July.

## Terms and Conditions of Employment

#### Asylum and Immigration Act

In accordance with the Asylum and Immigration Act 1996, the College is required to ensure that only those legally entitled to work in the United Kingdom are offered employment. Candidates invited to interview will be requested to bring appropriate original documentation, demonstrating that they are entitled to work in the United Kingdom, to the interview. This documentation will be checked and photocopied by a member of the HR Team.

#### Disclosure and Barring Service Scheme

As part of our rigorous selection procedure you will be subject to a Disclosure and Barring check and an Enhanced Disclosure will be required from the Disclosure and Barring Service payable by yourself but through the College for a cost of £42.00. You will also be required to join the update service each year at a cost of £13. This will be requested immediately upon acceptance of the post. Further details regarding this check can be obtained from [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

If you have recently returned to the UK after working/living abroad you will also need to provide the College with an overseas criminal record check (Penal Record Copy) for the time you have been away. Details of how you can apply for this are set out in [www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants](http://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants). You will notice from the procedures that this is something which only you can do. If you are successful securing a position with the College, the College will reimburse any postage costs you incur applying for the check as long as the necessary receipts of expenditure are provided.

**The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments. You are**

**therefore not entitled to withhold information about police cautions, 'bind-overs', reprimands, or any criminal convictions including any that would otherwise be considered 'spent' under the Act. You must also declare any prosecutions pending against you. Failure to disclose this information could result in disciplinary action or dismissal by the College and may lead to criminal proceedings.**

### **Medical**

This position is subject to the College Medical Advisor being satisfied that the successful candidate is medically fit for the post. This process does not normally involve a physical examination. A questionnaire will be sent to the successful candidate. The successful candidate must be declared fit before commencing employment.

### **Probation**

Staff appointments are subject to a probation period of 9 months

### **Qualifications**

Appointments are offered subject to the candidate providing evidence of academic and/or professional qualification(s). These will be requested at the interview stage.

## **Pay, Pensions & Benefits**

### **Salary**

The salary range is £36,577 – £42,403.00 per annum. Range 8, on the College Pay Scales (pro rata for fractional posts)

Your salary will be paid in twelve equal instalments, directly into your bank or building society account, on the last working day of each month.

### **Local Government Pension Scheme**

All new members of the business support staff are automatically entered into the Local Government Pension Scheme. This is a defined benefit pension scheme that does not depend upon investment performance. Your pension will be based on salary and service.

Deductions are approximately 6% of salary before tax. You can access further details at [www.lgps.org.uk](http://www.lgps.org.uk)

### **Staff Benefits and College Facilities**

Buckinghamshire College Group staff enjoy an exciting range of benefits. For full details of our wide range of staff benefits and College facilities please see Staff Benefits on our website.

The College's campuses offer our community an inspiring place to study and work.

## **Career Development**

### **Induction**

All new staff will be supported to settle into their new job and get to know the College systems and procedures during induction. The induction arrangements include a local induction, on-the-job support and a Corporate Induction.

All new staff will receive the support of a Mentor.

### **Professional Development**

Buckinghamshire College Group is committed to the training and development of all staff to develop work related skills and aims to promote a culture of continuous professional development.

Opportunities include: In House Workshops, External Courses, Seminars, Teaching and other professional qualifications.

### **Performance and Development Review**

There is a formal Performance and Development Review that provides a framework for performance review, helps individuals recognise their achievements, identifies training and development needs and considers career aspirations.

## General Information about Buckinghamshire College Group

### Our Vision

Buckinghamshire College Group will be recognised for providing excellence in vocational skills, education and training that creates value and wealth to individuals, our employers, our communities and the local and regional economy.

### Our Mission

To provide excellent vocational and professional skills, education and training that has a positive impact for young people and adults, businesses and the communities we serve.

### Our Values

Our Values are what we believe are important in the way we work as an organisation and for those we serve. These have emerged from a whole College activity based around culture and identity as part of bringing both Colleges together.

Our values support the vision and, shapes our culture and identity as the Buckinghamshire College Group.

#### Ambition

We are highly ambitious and support everyone to achieve more than they ever thought possible.



#### Integrity

We operate with honesty and fairness and deliver on our promises.



#### Innovation

We are continuously improving and embrace the power to think differently about how we learn and work.



#### Respect

We value diversity and the opinions and contributions of others, acting with kindness and respect for all.



### Diversity, Equality, Wellbeing & Inclusion

We are committed to the promotion of equality of opportunity and we place great value on the diversity of our College community. This is fundamental to the stated mission and values of the College.

We will treat all students, staff and other members of our community with respect and dignity, and we seek to provide a safe and positive working and learning environment, free from discrimination, harassment or victimisation.

We recognise that passive support for Diversity, Equality, Wellbeing & Inclusion is not enough. We must challenge inequality created by direct or indirect discrimination, stereotyping and by any other means.

### Unions

The College recognises the following unions: NEU, UCU, UNISON

### No Smoking

Buckinghamshire College Group has a no smoking policy effective for all campuses, buildings and grounds.