

Guernsey Society For The Prevention Of Cruelty To Animals

GSPCA Animal Shelter

N.B. THE CLOSING DATE FOR THE APPLICATION IS

WEDNESDAY 9th DECEMBER 2012.

INFORMATION FOR CANDIDATES

SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

1. Medical

As part of the selection procedure for employment, we may ask employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health & Safety at Work legislation and ensure that the proposed employment does not present any particular risks from a medical point of view.

2. References

We require two employment references, one of which must be from your present or last employer. References are not normally taken up until an offer of employment is made. If it is considered appropriate to obtain references at the interview stage, we would not approach a current or past employer without your prior consent.

3. Probation

The appointment will be subject to a probationary period of 26 weeks during which time an assessment will be made of your suitability for acceptance to a permanent position.

4. Salary

Full time posts - The salary scale is £15,701.40p per annum during probation rising to £19,550.43 per annum after successful completion of probation, although there are reviews during this time on performance during interim appraisals. Salaries are reviewed each 1st January for “cost of living purposes” based on affordability. Salaries are paid on the last Friday of each month by credit transfer to a bank or building society.

There is the possibility of helping cover night duties which is an additional payment after completion of probation.

5. Hours of Work

Full Time Posts - Your basic working year is 244 days (including paid leave). A normal day is 9 hours working 8am – 6pm exclusive of meal breaks. The rota for this post is a roster covering 7 days a week, Monday to Sunday inclusive of Bank Holidays (although no additional payment is made for bank holiday work). At present the rota is 4 days on 2 days off but this can vary and it will be necessary on occasions to work additional hours according to the operational needs of the shelter.

6. Holidays

Full Time Posts - The holiday entitlement for the full time post is 20 days per year (1st January to 31st December).

7. Notice

During the probationary period, the period of notice to terminate your employment is one week by each party. After this period, the notice period becomes four weeks in writing on either side.