

Guernsey Society For The Prevention Of Cruelty To Animals

GSPCA Animal Shelter

N.B. THE CLOSING DATE FOR ALL APPLICATIONS ARE
FRIDAY 18th MAY 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

Weekend Part Time Animal Care Assistant Post - The salary scale is £7.15p per hour during probation rising to £8.66p per hour 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.

Crematorium Assistant - The salary scale is £7.15p per hour during probation rising to £8.66p per hour 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.

Maintenance & Grounds Assistant (negotiable depending on skills and qualifications) - The salary scale is £7.15p per hour during probation rising to £8.66p per hour 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.

5.Hours of Work

Weekend Part Time Animal Care Assistant - Your basic working week is 10 hours exclusive of meal breaks covering Saturdays and Sundays 8am to 1pm. There may be occasions to work additional hours according to the operational needs of the shelter which may include working Monday to Sunday inclusive of Public Holidays (although no additional payment is made for bank holiday work). We would ask the successful candidate in this post to do additional hours in the first two weeks for training purposes.

Crematorium Assistant – Your basic working week is 16 hours working 10pm until 2am Monday to Thursday. There may be occasions to work additional hours according to the operational needs of the shelter which may include working Public Holidays (although no additional payment is made for bank holiday work). We would ask the successful candidate in this post to do additional hours in the first two weeks for training purposes.

Maintenance & Grounds Assistant - Your basic working week is 35 hours exclusive of meal breaks covering Monday to Friday 8am to 4pm. There may be occasions to work additional hours according to the operational needs of the shelter which may include working Monday to Sunday inclusive of Public Holidays (although no additional payment is made for bank holiday work).

6.Holidays

All posts equate to 4 working weeks of holiday entitlement.

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.