

## **Information about working for Julian House**

### **Julian House commitment to equality opportunities and diversity**

Julian House continues to strive to be an Equal Opportunities employer and welcomes applications from all sections of society. We therefore monitor the response to our recruitment advertisements to ensure that we attract an appropriate mix of candidates.

This means that all job applications will be considered on their merits, regardless of:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation

### **Pre Employment Checks**

Any offer of employment is subject to the following

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

- Disclosure and Barring Service (DBS) check
  - Because Julian House works with vulnerable people this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.  
(The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account).
  - Julian House is committed to not discriminate against people with criminal records and any information disclosed on the Disclosure of Criminal Records form will be taken into account only when it is relevant to the post
- Receipt of satisfactory references
- Medical report following completion of the confidential questionnaire
- Receipt of one the documents or specified document combinations listed as per the Immigration, Asylum and Nationality Act 2006 notice.

## **Key Terms & Conditions of Employment**

### **Salary**

The salary for the job is as advertised. Salaries are paid on the 28<sup>th</sup> day of each month by bank credit.

### **Hours of Work**

As advertised. The pattern of work may vary depending on the area of business; this will be discussed during interview.

### **Probationary Period**

New colleagues are required to successfully complete a probationary period of six months.

### **Annual Leave**

The annual leave entitlement for new staff is 20 days, rising to 22 days in year 3 of service. Plus bank and public holidays.

### **Sickness Absence**

All colleagues are entitled to enhanced sickness absence pay after successful completion of probationary period.

### **Period of Notice**

4 weeks notice is required from colleagues and after successful completion of their probationary period (1 week's notice is required from colleagues during their probationary period).

## **Key Colleague Benefits**

### **Pension**

Colleagues are eligible to join the Julian House Personal Pension Plan. Julian House will match an colleagues contribution up to a maximum of 6% of gross salary or to a higher level with an appropriate adjustment to salary.

### **Confidential employee assistance programme**

This service provides colleagues with practical assistance and specialist emotional support in times of need. The confidential service is available via the telephone and is provided 24/7.

### **Cash plan health benefit**

Colleagues are enrolled into Simply Health cash plan which helps you with the cost of everyday healthcare such as; dental, optical, complementary therapies and consultations and scans.