



CONDITIONS OF SERVICE (SUMMARY)

- Post:** All
- Venue:** You will be allocated a regular place of work however employees may be required to work at an alternative Edinburgh Leisure venues during their career with us if required.
- Hours of Work:** Full time hours are 35.75 hours exclusive of breaks with working hours as arranged with your manager. Part time hours are offered on a pro rata basis.
- Other Requirements:** This post requires certification with Disclosure Scotland as detailed on the job description. Employment, if offered, will be subject to a medical check.
- Payment Method:** Paid monthly, 3rd last working day
- Annual Leave:** annual leave entitlement is related to your length of service with Edinburgh Leisure and is detailed in the table below. How this is calculated (i.e. in hours or days) will be agreed locally to suit the working arrangements.

Length of Edinburgh Leisure Service	Annual Leave Weeks
Up to 5 years	5.4 weeks
5 to 10 years	6.4 weeks
Over 10 years	7 weeks

- Public Holiday:** You will receive the equivalent of 1 week leave on dates designated by Edinburgh Leisure. These dates will be communicated to you by your Manager each year.
- Notice Period:** You are required to give at least one month's notice of your intention to leave.
- Pension:** You have the option to join Group Personal Pension Fund; employee contribution from 3% matched by employer up to 8%. If you are not in a pension and you meet certain eligibility criteria (age and salary)

you will be automatically enrolled into the National Earnings Saving Trust (NEST) at a contribution rate of 1%

Equal Opportunities: Edinburgh Leisure is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation

Sickness Allowance: Employees with less than 6 months service get SSP (Statutory Sick Pay) only. Occupational Sick Pay is available to employees with more than 6 months service (when the sickness commences) and starts from 5 weeks Full pay/5 weeks' half pay.

Standards of Presentation: Edinburgh Leisure has strict standards of presentation, which staff are required to comply with. Uniforms are provided for the majority of posts and where provided these must be kept clean and well presented.

Disabled Candidates: If you have a disability and need assistance in completing your application form, or if you are short listed and have special needs for the interview, please contact the Human Resources Section to discuss your needs.

Other Benefits: Free access to all our facilities and non-bookable activities

Please note that this is a summary of Edinburgh Leisure's conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

INFORMATION FOR ALL JOB APPLICANTS

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Edinburgh Leisure now requires every employee to provide evidence of eligibility to work in the United Kingdom. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are listed below. Only one is required:

- A passport describing the holder as a British Citizen
- A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
- A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which described the holder as a national of that state.
- A registration card which indicates that the holder is entitled to take employment in the UK.
- A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
- A certificate of registration or naturalisation as a British citizen, with documentary evidence of their National Insurance Number.

Disclosure Scotland

The successful candidate must have an appropriate level of certificate from Disclosure Scotland prior to starting their employment. The level of check required depends on the post applied for and the recruiting manager will advise of this and will arrange for the check to be carried out.

Type of Contract

Edinburgh Leisure uses different contracts depending on our needs for a particular set of skills. We operate in a customer service driven environment, and as such most posts involve shift work and include evening and weekend work (our peak customer usage times). Some posts are used as relief posts and are not attached to a shift pattern, instead shifts are agreed in advance to suit the service needs. The advert will state the type of contract being offered. Where possible we will offer a permanent contract, although where needed, we will use other contracts as detailed below:

Temporary – these will be for a specified period of time and are normally used to cover the absence of a permanent employee.

Fixed Term – these will be for a specified period of time for posts that are set up to deliver specific and unique projects, and will usually depend on some source of external funding.

Seasonal – these are temporary posts, used over our busier summer periods and to cover for annual leave of our permanent staff. These work flexibly, agreeing shifts 1-2 weeks in advance.

Minimum Hours – these contracts stipulate the minimum number of hours (usually 7.5 hours/week) that must be worked, averaged out each month. An agreed number of shifts will be offered in advance, and these contracts require a flexible approach, as they cover annual leave, training and sickness, so the available shifts will vary each week.