

## Leo Baeck College Senior Executive Officer

### TERMS AND CONDITIONS

<b>Liaising with:</b>	Principal, Dean, LBC Senior Management Team and staff, Finance & IT departments, Managing agents, progressive movements, external bodies
<b>Probationary Period</b>	3 months
<b>Notice Period:</b>	0 - 3 months - 1 week 3 - 12 months - 2 weeks 1 - 4 years - 4 weeks Thereafter 1 week per year up to a maximum of 12 weeks after 12 years.
<b>Hours:</b>	<p>You will be required an average of 24.5 hours weekly.</p> <p>For your information, LBC's normal working hours are 33.5 per week, 9:00am to 5:00pm on Monday to Thursday of each week and 9:00am to 3:00pm on Fridays (beginning the 1st of November to the last day of February) and 9:00am to 4:00pm on Fridays (from the 1st of March to the 31st of October). These timings include an hour for lunch. The employee may in addition be required to work certain weekday evenings and at weekends.</p>
<b>Location:</b>	Leo Baeck College, The Sternberg Centre, 80 East End Road, Finchley, N3 2SY and from time to time other locations within the UK to attend events and run programmes.
<b>Salary:</b>	£35-45k p.a. pro rate - according to skills, relevant qualifications and experience
<b>Pension:</b>	LBC complies with the employer pension duties in accordance with Part 1 of the Pensions Act 2008. LBC will contribute 5% to the Sternberg Centre Pension Scheme from commencement of employment. You will be required to contribute the greater of 3% or the statutory minimum.
<b>Expenses:</b>	You will be reimbursed for reasonable out of pocket expenses incurred in the proper

performance of your duties. The details of the expenses policy are set out in the Staff Handbook.

**Holidays:**

Four working weeks holiday per calendar year pro-rata at times to be arranged with the line manager. Holiday entitlement accrues from the first day of employment. Public and Bank Holidays (being New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day and Boxing Day) amounting to 8 days for full time staff (pro rata for part time staff). the following days designated by LBC as specific Jewish religious holidays ("the designated Jewish religious holidays") where these fall on days you would otherwise normally be required to work. For the avoidance of doubt the designated Jewish religious holidays are: First and Second Days of Rosh Hashanah, one day for Yom Kippur, First and Eighth Days of Sukkot; First and Seventh Days of Pesach, and the First Day of Shavuot. You will be advised in advance of the equivalent days that these designated Jewish religious holidays fall on during the LBC Holiday Year. Holiday entitlement increases by one day per year annually for the first two years and increases to 25 days upon completion of three years' service.

**Sickness or Injury:**

There is no entitlement to paid sick leave for the first three months of employment. A detailed schedule of entitlement to sickness payment is included in your Statement of Particulars.

**Health Care Scheme:**

LBC operates an optional contributory health care scheme with Vitality. It may be extended to include partners and offspring.

**Training:**

You will, in consultation with your line manager, endeavour to develop yourself through personal learning and training courses. You will be offered an annual appraisal and development interview.

**Contract:**

You will receive a written Statement of Particulars within 8 weeks of commencing work. Included in these terms will be details of grievance and disciplinary procedures. Your contract of employment consists of these

Terms and Conditions, the accompanying offer letter and your written Statement of Particulars which you will receive. For the avoidance of doubt in the case of discrepancies between these documents the Statement of Particulars takes precedence.

**Staff Handbook:**

A Staff Handbook will be issued to you. It covers such issues as Health & Safety, grievance and disciplinary procedures and other personnel policies and outlines procedures followed by Leo Baeck College. Whilst you are required to familiarise yourself with its contents, it does not form part of your contract.

LBC strives to be an equal opportunities employer.