

# Statement of Employment

<b>Employee</b>		<b>Employment Commenced</b>	
<b>Job Title</b>	<b>Care Assistant</b>	<b>Reporting To</b>	<b>Duty Nurse</b>
<b>Brief Job Description</b>	To share with other staff in meeting the personal needs of residents in a way that respects the dignity of the individual & promotes independence. Provide "waking" night duty cover for the Home. To help in the care of residents' physical environment and in the general activities of the Home.		
<b>Address of Employer</b>	Aronel Cottage, 5-11 Highfield Road, Bognor Regis, West Sussex. PO22 8BQ		
<b>Probationary Period / Resignation Notice</b>	12 weeks. If you do not reach the standards required, your employment may be terminated at any time during the 12 weeks. Resignation notice: 1 week		
<b>Rate of Pay</b>	Under age of 21 without NVQ2 Direct Care - <b>Minimum Wage</b> . Over age of 21 – <b>National Living Wage</b> (rate normally higher) <b>Discretionary Bonuses</b> - Overtime payable at "double time" for each hour worked in excess of 140 hours in any given 4-week cycle. Should staff be asked to cover a duty the same day as requested and have not worked 140 hours in the cycle then these <u>extra hours only</u> will qualify. <b>Weekend Hours – Saturday:</b> extra £1.00 p/h <b>Sunday:</b> extra £3.00 p/h		
<b>Payment of Salary</b>	Paid 4 weekly, 2 weeks in arrears via BACs. Itemised payslip will show statutory deductions ie. TAX, NI and Pension contributions		
<b>Hours of Work</b>  <b>Full Time:</b> 140 hours per 4 weeks  <b>Part Time:</b> agreed set hours	Normal hours include: Early / Late / 7am start / Night & Weekend shifts. Staff should be flexible and prepared to cover any of the shifts throughout a 24-hour day. It is considered reasonable to expect staff to be available to do at least one swap or extra duty per three requests. Bonus, if applicable and time and a half will be paid for <b>Bank Holidays</b> including <b>Christmas Day, Boxing Day and New Years Day</b> . These must be regarded as normal working days and staff are obliged to work their shift as usual. <b>Breaks</b> , as per the minimum working time directive, currently: Shift <b>6+ hours</b> - 1 x 20 minutes / Shift <b>12 hours</b> 2 x 20 minutes Breaks are paid and taken in the capacity of "on call", it is compulsory to stay on the premises to help out in the event of an emergency.		
<b>Holiday</b> <b>Full Time:</b> 196 hours p/a	National Minimum Holiday Entitlement currently 5.6 weeks per annum, pro rata according to start date. Part time staff calculated according to normal hours on rota, excluding overtime. Holidays can only be taken between 2 Jan until 23 Dec. Holiday year starts from 5 April and ends on 4 April. <b>Bonus - NVQ2 Direct Care</b> - Aronel Cottage wishes to differentiate between qualified & unqualified staff as all employees are now entitled to the National Wages. Paid entirely at the Directors' discretion, an extra 1 week's holiday may apply i.e. 6.6 Weeks per annum (F/T 231 Hours pa).		
<b>GDPR</b> (Data Protection)	All information must be treated as strictly confidential. Staff shall not (except in the proper course of their duties), during or after the period of employment, divulge to any person any confidential information concerning the business of the employer or any of the residents.		
<b>Staff Handbook</b>	Contains all guidelines for employees, must be read and understood.		

I hereby acknowledge receipt of this document, together with the relevant Job Description, Person Specification and confirm that I have completed the Aronel Cottage induction training programme and met the Skills for Care Induction Standards, which included Manual Handling and Fire Safety.

SIGNED: \_\_\_\_\_ (Employee) Date: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (Company Director) Date: \_\_\_\_\_