

## SUMMARY OF TERMS OF EMPLOYMENT- SHOP MANAGER, BURNHAM ON SEA

SALARY:	£16,321 per annum/£8.37 per hour
PENSION:	You will be auto enrolled into the Hospice Group Personal Pension Scheme provided by Scottish Widows subject to eligibility criteria. The minimum contribution will be 1% for both the employee and employer contributions.
HOLIDAY:	25 days plus 8 bank holidays; rising to 27 days after 5 years and 30 after 10 years
SICK PAY:	We offer an Occupational Sick Pay scheme, as follows: <ul style="list-style-type: none"> <li>• During the first 12 months' of service – Statutory Sick Pay only</li> <li>• 1 years' service to 3 years' service – 2 weeks' full pay and 2 weeks' half pay</li> <li>• 3 years' service to 5 years' service – 4 weeks' full pay and 4 weeks' half pay</li> <li>• 5 years' service to 10 years' service – 6 weeks' full pay and 6 weeks' half pay</li> <li>• Over 10 years' service – 8 weeks' full pay and 8 weeks' half pay</li> </ul>
OTHER BENEFITS:	<ul style="list-style-type: none"> <li>• Childcare vouchers</li> <li>• Employee Assistance Programme offering 24-hour confidential counselling, advice and support</li> </ul>
LOCATION:	Burnham on Sea
HOURS:	37.5 hours per week including alternate Saturdays. You may also be required to work Sundays and Bank Holidays.
PROBATIONARY PERIOD:	This post is subject to a six month probationary period.
NOTICE PERIOD:	<p>During probationary period you will be entitled to receive, and required to give at least one weeks' written notice of termination.</p> <p>After successful completion of the probationary period you are entitled to receive, and required to give, at least one months' notice of termination, which must be in writing.</p>