

# Bracknell Town Council

## SUMMARY OF TERMS AND CONDITIONS

### RECREATIONAL FACILITIES MANAGER

<b>Salary</b>	NJC Scale Point 33 £36,922 to Scale Point 45 £49,213 per annum, depending on qualifications and experience.
<b>Payment of Salary</b>	Paid monthly direct to your bank on the last Thursday of the month.
<b>Pension</b>	Membership of the Berkshire County Council CARE is automatic unless the employee wishes to opt out of the scheme. Employee contributions are dependent on salary; more details can be obtained from the Town Clerk. Bracknell Town Council employer contributions are currently 22.5% salary.
<b>Hours</b>	37 hours per week - 7.30am – 3.30pm (3.00pm on Fridays). Occasional evening and weekend work will be required.
<b>Location</b>	This post is based at The Depot, Braybrooke Recreation Ground however work may be undertaken at any of the Council's sites within Bracknell Town.
<b>Sickness</b>	National Joint Council conditions apply. A bonus of £250 is payable to members of staff who have taken no more than five days sickness during a complete financial year.
<b>Annual Leave</b>	22 working days plus statutory Bank Holidays and 2 'additional statutory' days. After 5 years service Annual Leave increases to 25 working days plus statutory Bank Holidays and 2 'additional statutory' days. Staff are expected to spread their annual leave throughout the leave year which runs from April to March.
<b>Probationary Period</b>	The post is subject to a probationary period of 26 weeks.
<b>Notice</b>	During the probationary period either party may give one weeks notice. Thereafter the employee is required to give notice in accordance with their contract of employment.
<b>Smoking</b>	In accordance with current legislation smoking is not permitted on Council premises or in Council vehicles.

<b>Police Check</b>	Bracknell Town Council reserves the right to require the postholder to undertake an DBS check.
<b>Offers of Employment</b>	All offers of employment are subject to receipt of two satisfactory references. Candidates must satisfy Council that they are eligible to work in the UK.
<b>Travel Expenses</b>	You will be paid Essential Car User Allowance.
<b>Car Parking</b>	Free parking is available at the Braybrooke Depot; however the Council takes no responsibility for cars parked in this public car park.
<b>Offers of Employment</b>	Offers of employment are subject to receipt of two satisfactory references and proof of eligibility to work in the UK.