

STAFF RECRUITMENT

Part 2: Job Offer

NAME	
POSITION	



Bendigo Nursing Home
22 Arundel Road, Eastbourne, East Sussex, BN21 2EL, UK
Tel. 1: +44 (0) 1323 64 25 99; Tel. 2: +44 (0) 1323 431 080
E-mail: info@bendigonursinghome.co.uk; www.bendigonursinghome.co.uk



JOB OFFER

**Name
and
Address**

E-mail

Date

Dear

RE JOB OFFER FOR THE POSITION OF:

Further to your interview, I am pleased to confirm a conditional job offer in the position of subject to satisfactory references, DBS (Disclosure and Barring Service) and qualifications check. The terms of your employment are as detailed in the employment contract and as discussed during the interview. The particulars agreed are as follows:

Position and Duties

The Employee accepts to work for Kindcare (UK) Ltd as a ... Duties are as per the enclosed / attached job description.

Hours to Work

min of 36 hours per week, to work as per the Staff Duty Rota including weekdays, weekends, day and night shifts

Rate of Pay

£.... per hour (pounds sterling), paid monthly on or before the last working day of the month, for the first three months (the probation period), at the end of which a performance appraisal will be conducted and work performance evaluated, when the hourly rate of pay may be discussed again

Pension Scheme

You will have the option to 'opt-in' or opt-out' into a private pension scheme, subject to eligibility

Salary and Benefits

Training Allowance

£250 per annum *Training is essential to enabling staff to perform their duties with knowledge, skill and understanding. There are every day discoveries in social care and medicine as well as changes in legislation, guidance and best practice and hence, it is important that staff keep up to date with all developments to ensure that staff carry out their duties and responsibilities with knowledge, skill and understanding, safely, compassionately and appropriately. In this home we pride ourselves on providing care, treatment and support to the highest standard. Learning is a continuous lifelong curve. One can never have too much training. The time spend on training is paid to staff and the cost is free for staff. Training is an investment in your future. On meantime you should read our policies and procedures available on our website at: www.bendigonursinghome.co.uk/resources*

**National Insurance
and Income Tax**

Will be deducted as per current UK Tax laws

	<p>Annual Leave FIVE weeks in a seven-day week (35 days), paid annual leave per 52 weeks worked on a pro-rata basis, inclusive of Public Holidays</p> <p>Public Holidays</p> <p>Statutory Sick Pay As per current UK Labour Laws</p> <p>Break Time and Meals All breaks are paid and must be taken in turn by staff on shift to ensure that service users are attended to, at all times. Meals, snacks and refreshments are FREE.</p>
Probationary Period	6 months from the date of commencement of employment
Induction	<i>we will pay you for 4 (six hours) or 2 (twelve hours) shift. Should you feel the need or the Deputy Manager's evaluation is that you require further induction, then you must do so in your own time with prior arrangement with the deputy and for no pay</i>
Commencement of Employment	<i>..... (we will e-mail you the duty rota, at least one week prior)</i>
Medical Cover	As per the NHS (National Health Service), the company does not offer private medical cover
Accommodation	<p>Kindcare (UK) Ltd may provide assistance with accommodation should you be reallocating from other parts of the country or from abroad.</p> <p><i>To enable less stressful move, the company may assist you to rent a room in a shared accommodation on arrival. The accommodation will be only a 'stepping-stone' until the employee settles in and is able to provide required checks to rent accommodation of his or her choosing. The prospective employee should note that the accommodation may not be of the size and standard the person is accustomed to, but it will be a safe and clean place of residence.</i></p>
Termination of Employment	one calendar month notice from either party (employer or employee), after the probationary period.

I look forward to welcome you as a member of the Kindcare team

Your Sincerely



Mariana Philipova
Registered Manager

JOB OFFER ACCEPTANCE			
I accept the Job Offer for the position of ... as detailed above			
Name			
Signature		Date	
Please sign above and then scan or photograph with your phone and e-mail back to: mariana@bendigonursinghome.co.uk			