

HEALTHCARE ASSISTANT

TERMS AND CONDITIONS OF EMPLOYMENT

- Location** : **bpas – Chichester** – St Richards Hospital, Spitalfield Lane, Chichester PO19 6SE
- Salary** : *Starting salary will be in accordance with one of the scale points below, dependent upon experience, skills and qualification. Increment to the subsequent scale points will thereafter be applied annually.*

HCA 'A':	1	2	3	4	5	6	7
Per annum					15,104	15,541	16,103
Per hour					7.75	7.97	8.26
HCA 'B':	To achieve 'B' the HCA must demonstrate competence equivalent to NVQ Level 3 in Health and Social Care						
Per annum		16,103	16,728	17,157	17,705	18,172	-
Per hour		8.26	8.58	8.80	9.08	9.32	-

- Hours** : 6 hours per week
- Pattern of work** : Friday 12:30 to 18:30
- Holidays** : 34 days per year* (includes 8 Bank Holidays)
*pro-rata for part-time staff
- Life Assurance** : Cover equivalent to 3 times salary
- Pension Scheme** : You will become an active member of the bpas personal pension plan after 3 months of employment if you are an 'eligible jobholder' under auto-enrolment rules (or if not, you can choose to join). You will also have the opportunity to contribute more than the statutory minimum into the pension scheme, on a sliding scale, with bpas contributing a maximum of 4.5% of salary

Training

The staff of bpas are its most important asset and it is policy that staff participate in appropriate training and development opportunities to enable them to perform their job to a degree that assures clients of a quality service and provides personal satisfaction to the member of staff. This may involve travelling to Head Office or other UK locations.

Pre-Employment Checks:

Disclosure and Barring Service Check: Please note that appointment to this post will be subject to an Enhanced Disclosure Check with the Disclosure and Barring Service. **bpas** wishes to ensure that all applicants who have convictions are treated fairly. A criminal record will not automatically give rise to the withdrawal of a provisional offer of employment. Each situation will be considered on its individual circumstances.

Hepatitis B Vaccination: During the course of carrying out the duties of this position, you may come into contact with bodily fluids. This position is therefore subject to agreement to be vaccinated against Hepatitis B.

Occupational Health Assessment: Prior to employment you will be required to complete an Occupational health questionnaire. An OH appointment may be necessary should there be any items highlighted that are of concern. All medical information is kept confidential under the confinements of the Data Protection Act 1998.