

# COALEY VILLAGE PLAYGROUP

## Terms and Conditions

**Employer:**  
Coaley Village Playgroup

**Employee:**

**Title:** Senior Play Leader

**Place of Work:** Coaley Village Playgroup, Coaley Village School, The Street, Coaley, Gloucestershire, GL11 5EB

**Start Date:**

**Contract Review:** Annual review to update yearly contract.

**Hours of Employment:** 8.30am - 12.30pm Tuesday, Wednesday, Thursday and Friday during term time, subject to change following consultation between play leader and Committee. Training, planning and any other duties appropriate to fulfil the role of Senior Play Leader are also included. Minimum 25 hours per week for 38 weeks. Weekly time sheet required.

**Salary:** £x-xx p/hr July 2007. Thereafter monthly in arrears and will be reviewed annually. Annual salary, including holiday pay to be £xxxx paid in 12 equal monthly payments. Approved courses are covered by monthly salary. Income Tax and NI will be deducted accordingly.

**Holiday:** Holidays should not be taken during term time unless by prior arrangement with Playgroup Committee.

**Sickness:** In line with statutory entitlement.

**Maternity Leave and Pay:** In line with statutory entitlement.

**Pension:** Coaley Playgroup does not run a pension scheme. Employees are advised to make their own arrangements.

**Notice:** One full term by both parties unless mutually agreed.

**Induction:** Each employee will receive an induction, to include training in health and safety and child protection policies and procedures. Signing of this contract is confirmation of the induction being conducted satisfactorily by both parties.

**Disciplinary and Grievance Procedures:** Information as stated in the Policy document.

**Equal Opportunities:** We have a full equal opportunities policy. Details are held within the Policy document.

**Job Description:** Details are attached.

I have read and understood the above terms and conditions, a copy of which has been issued to me. I have received a copy of the Disciplinary and Grievance Procedures.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Chairperson, Coaley Playgroup

Date: \_\_\_\_\_

Date: \_\_\_\_\_