



## **Information about working as a *BANK RELIEF* worker**

This is about joining our 'bank' as a casual employee to undertake work at Simeon on an ad hoc basis when we need additional help. If you would like to work at Simeon, but do not feel able or wish to make a commitment to set days and hours, you may find working on our bank a worthwhile option. The job description and person specification for working as a relief worker are the same as for full and part time positions, apart from entitlement to benefits.

As working for Simeon involves working in an environment with vulnerable people a PVG will be required for all employees, including relief bank staff. If you are not already a PVG member, you will need to apply for membership before you can work with us. We will help you to apply for membership at your expense, currently £59. If you are already a member, you will only pay for an update, currently £18. We will reimburse the PVG cost in your first pay slip following actual shifts worked. If you do not do any work for Simeon you will not be reimbursed for this expense.

As a casual employee you will have no obligation to accept any work we may choose to offer you. When we need additional help at Simeon we may decide to approach bank workers to see if they are able and willing to help. You may be offered any day of the week or to help for "one off" events.

The rate of pay will be decided after interview and appointment, and will be influenced by your training and experience.

You will be entitled to annual paid leave for the periods you are employed by us on a casual basis. Your holiday entitlement will be based on 12.07% on the gross amount earned in the pay period.

You will be expected to attend an induction session, depending on the post, in your own time, before formally joining the bank. You are required to have up to date training certificates. If you do not, we will arrange the appropriate training for you to attend, also in your own time. If you remain active on our bank we will pay you when you need to update your training in future and offer other relevant training.

As a casual employee you will not have continuity of employment and so will not be entitled to any other benefits.