

Employee Benefits

Business Support Officer

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| Contract Status | Temporary maternity cover until approx. 31 st July 2026 – subject to 6 month probationary period, enhanced DBS clearance and satisfactory references |
| Place of Work | <p>Based at 3 – 4 Shepcote Village, Shepcote Lane, Sheffield S9 1TG</p> <p><i>We offer hybrid working which includes a blend of home and office working with a minimum of two days per week in our office. Due to the nature of the role and operational service requirements, there is a requirement to be flexible in the days worked in our office.</i></p> <p>There will be a requirement to work flexibly across the North East area</p> <p>Mileage will be paid at 45 pence per business mileage</p> |
| Salary | <p>£19,329.26 for 30 hours (£24,161.57 FTE) per annum</p> <p>Salary is paid in arrears in 12 equal instalments on 28th of each month</p> <p>Subject to financially viable and sustainable considerations, annual pay awards may include an element of cost of living pay award and an incremental award based on the overall performance of the agency.</p> <p>Please note we do not operate a performance related reward system or automatic incremental payments.</p> |
| Hours of Work | <p>30 hours per week - Monday to Thursday between 9.00 am – 5.00 pm</p> <p>Time off in lieu (TOIL) leave will be granted for any hours worked in excess of the 30 hours per week following prior authorisation</p> <p>We also operate a Flexi Time Scheme to support staff in managing their home and work life balance</p> <p><i>Team Fostering encourages flexible working arrangements and working patterns can be agreed with your manager to suit both parties as long as operational needs are met</i></p> |
| Pension | We have a Contributory Pension Scheme in place for all eligible employees. |

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| | <p>Our pension policy is an employer's contribution of 3% and employees' contribution of 5% of qualifying earnings between the Automatic Enrolment earnings thresholds</p> <p>You can elect to make your contribution by salary sacrifice if you wish.</p> <p>Information will be made available to you to assist with making this decision when you join us. You can of course pay higher than 5% to secure yourself a better pension, but the Company contribution would remain at 3%.</p> <p>The Company contribution will be enhanced by the National Insurance saved if you choose to use salary sacrifice.</p> | | | | | | | | | | |
| Annual Leave | <p>30 days annual leave entitlement each year plus 8 Bank Holidays (pro rated for part time hours worked)</p> <p>The annual leave year runs from 1 January to 31 December</p> | | | | | | | | | | |
| Sick Pay | <table> <tr> <td>Up to 6 months service -</td><td>2 weeks paid sickness</td></tr> <tr> <td>6-12 months service -</td><td>4 weeks paid sickness</td></tr> <tr> <td>12-24 months service -</td><td>8 weeks paid sickness</td></tr> <tr> <td>24-36 months service -</td><td>12 weeks paid sickness</td></tr> <tr> <td>36 + months service -</td><td>16 weeks paid sickness</td></tr> </table> | Up to 6 months service - | 2 weeks paid sickness | 6-12 months service - | 4 weeks paid sickness | 12-24 months service - | 8 weeks paid sickness | 24-36 months service - | 12 weeks paid sickness | 36 + months service - | 16 weeks paid sickness |
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| 12-24 months service - | 8 weeks paid sickness | | | | | | | | | | |
| 24-36 months service - | 12 weeks paid sickness | | | | | | | | | | |
| 36 + months service - | 16 weeks paid sickness | | | | | | | | | | |
| Life Assurance | <p>Two times basic salary to nominated individuals should an employee die in service</p> | | | | | | | | | | |
| Loyalty Bonus | <p>A payment of £250 is made to every employee on the 5th anniversary of them joining Team Fostering and every five years thereafter</p> | | | | | | | | | | |
| GP Helpline | <p>Staff are able to access a free GP telephone or video consultation GP service from a qualified doctor.</p> <p>This employee benefit has been introduced to help staff when they are struggling to get a GP appointment with their own doctor. It is intended to compliment but not replace their normal GP services and it is available to partners and children living in the same household.</p> | | | | | | | | | | |
| Eye Care | <p>Team Fostering will fund the cost of an eye test for employees who use display screen equipment. This may be claimed every 2 years. If you require glasses in order to use display screen equipment, Team Fostering will provide up to £50 towards the cost of glasses</p> | | | | | | | | | | |
| Employee Assistance Programme | <p>We offer all staff access to a 24 hour support and advice line to qualified and experienced counsellors offering a range of services designed to help manage the increasing demands placed upon us both at home and at work</p> | | | | | | | | | | |

**Employee
Benefits Scheme**

We offer all staff access to an online employee benefits scheme featuring discounts from over 400 retailers and service providers in the UK, both on line and in store

**Cycle to Work
Scheme**

We offer a cycle to work scheme which allows you to purchase a bike and a range of accessories to support your commute to and from work.

**Learning &
Development**

As an Investor in People employer, we offer a range of learning and development opportunities for all staff to assist in the development of skills, knowledge and experience to undertake their job role and to prepare for suitable future job opportunities within Team Fostering.