

## **Service Administrator Options Fife**

Thank you for your interest in our advert. The following attachments should be available on line:

- the job description and the person specification;
- a copy of Our Aberlour Values

The above documents are essential reading prior to completing your online application form.

- An introduction to Our Aberlour with information on the work we do; SSSC registration and relevant policies which affect recruitment
- Safeguarding policies for your information
- A copy of our Privacy Policy explaining how we process application data

Set out below is further information which we hope will assist you in understanding the role and Aberlour terms and conditions of employment.

### **The service and the role**

We make life easier for families where a child has a disability by offering a safe and homely environment for a child to come and stay. This short break means that families have a rest from their caring role, as a result. While staying with us, children enjoy a range of fun activities and experiences with our staff who specialise in taking care of children with disabilities. Our service is very much a 'home from home' for the children who stay with us there.

Taking care of a child with a disability can be very demanding. For families with more than one child, it can mean having less time to focus on other children. It can lead to unsettled sleep and less time out to relax and recuperate. Our specialist disability services are designed to take the weight off, and provide a package of support that works for you,

In addition to short-break respite, we can also help families in other ways.

How we help families affected by disability:

- Day-care options
- Specialist play-schemes during school holidays
- After school service during term-time
- Help for families in their own homes
- Help for children at school
- Parenting advice
- Emergency, short notice care

- Activities clubs for young people

### **Main terms and conditions**

**Salary** - Aberlour's current terms and conditions operate a fixed point salary scale for each post with an opportunity to rise to top point after 3 years' service. For this post the starting salary is £19,068 per annum pro rata (equivalent to £14,237 per annum for the hours for this post), rising to £20,542 pro rata per annum after 3 years.

### **Contracted hours**

Aberlour's full-time week is currently 37.5 hours. The hours of work for this post are 28 hours per week.

These hours can be worked flexibly across the week, although specific tasks may require some hours to be worked on certain days. There is a requirement to be available for team meetings which are held every Friday afternoon.

### **Annual Leave entitlement**

Full time employees are entitled to 35 days' leave per year which will increase on an incremental basis over 5 years to 40 days' leave.

The leave entitlement includes an allowance in respect of public holidays. Part time employees receive a pro rata entitlement.

### **Occupational Sick Pay**

We have an occupational sick pay scheme which offers paid sick leave based on your length of service.

### **Pension**

Aberlour offers its employees immediate access to a Group Personal Pension Scheme. This is a defined contribution pension scheme and is currently set up with Scottish Widows. The employer contribution to this scheme is currently 5%. Employees must contribute at least the same payment as the employer (i.e. 5%) but you may opt to pay a higher amount into your pension. If you do not join this scheme we have an auto-enrolment scheme run by NEST.

### **Performance Management**

All appointments have a minimum six-month probationary period. Aberlour has a strong reputation for excellent service delivery and our ability to maintain and build on this is underpinned by a Performance Management System which incorporates regular supervision

and review and which ensures that you and your manager get protected time to discuss your work.

### Other information

We have a number of policies designed to ensure the safety and well being of both workers and service users which are backed up by our training programme, e.g. child protection and health and safety. Aberlour promotes equal opportunities in all that it does and this is underpinned by our Equal Opportunities and Diversity Policy and Respect and Dignity at Work Policy.

### Safer Recruitment

Aberlour is committed to the safeguarding and welfare of all its children, young people and families and will therefore pursue a thorough and rigorous recruitment and selection process to ensure that this commitment is not compromised and that the services which Aberlour provides are of the highest standard and enable all service users to achieve positive outcomes in their lives.

Please note that where relevant to the post applied for, at interview you will be asked questions, in order to explore issues relating to the safeguarding and promotion of the welfare of vulnerable people.

### Pre-employment checks

We will request a PVG Scheme or disclosure check from Disclosure Scotland as required for the post. Where a job will involve regular and unsupervised contact with children and young people under the age of 18, this check will advise us whether an individual is on the list of people disqualified from working with children. As you will appreciate, Aberlour must not knowingly employ people on that list in child care positions.

Further information about the PVG Scheme can be found on the Disclosure Scotland website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk). A copy of our policy on the recruitment of ex-offenders is enclosed, and our policy covering the safe handling, use, storage, retention and disposal of disclosure information is available on request from the Human Resources Team.

We will require to take up a minimum of two appropriate references. Please note that Aberlour does not deem the following as suitable referees or references:

- Open “to whom it may concern” style references
- Testimonials
- Character References
- References received directly from the candidate

- References from peers
- References received by telephone
- Incomplete references
- References which do not provide the information requested
- References not on headed paper or accompanied by documentation which verifies the organisation's identity.
- References which refer to less than three months employment
- References from relatives

*Please note this list is not exhaustive.*

We may also where appropriate obtain a health report and we will check all original documents proving your qualifications, identity and immigration and nationality status and check appropriate Registers such as the SSSC, GTC and NMC before you can start work with us.

### **National Insurance Number**

If you are not in receipt of a National Insurance number contact either [DWP Homepage - Department for Work and Pensions](#) or telephone the National Insurance registration helpline on 0845 915 7006 to register. Opening hours are 08:00 to 17:00 Monday to Friday.

Further information regarding the confirmation of fitness process can be viewed on the Care Inspectorate website, [www.careinspectorate.com](http://www.careinspectorate.com).

### **Guaranteed Interview Scheme**

**“We are committed to Equal Opportunities and actively encouraging applications from disabled people”**

#### **What does the scheme offer?**

The aim of the Guaranteed Interview Scheme (GIS) is to provide disabled applicants with an opportunity to demonstrate their abilities beyond the initial application stage. Disabled applicants will be offered an interview providing they meet the minimum criteria for the job.

By ‘minimum criteria’ we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each essential criteria, as well as meeting any of the qualifications, skills or experience defined as essential.

#### **Who is eligible for the scheme?**

To be eligible for the Guaranteed Interview Scheme you must be considered as disabled under the Equality Act 2010.

The Act says that a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. Physical or mental impairment includes sensory impairments such as those affecting sight or hearing. Long-term means that the impairment has lasted or is likely to last for at least 12 months or for the rest of the affected person's life.

If you want to apply for the Guaranteed Interview Scheme please complete and return the appropriate form and return with your application form.

**Please note that declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary.**

#### **How we use your personal information**

The information which we gather from you during the recruitment and selection process is retained and processed in accordance with the provisions set out by the General Data Protection Regulations.

Please note that by submitting an application for employment, you are also agreeing to Aberlour processing such information as may be necessary to assess your application, provided that proper regard is had to the data protection principles in force.

If your application is successful, the information you provide will be retained and will form part of your personnel file. If you are not offered work with Aberlour, all documentation related to your application will normally be confidentially destroyed after a period of six months.

#### **How to Apply**

If you are interested in joining us, please complete the on-line application form (if you experience any problems please email [jobs@aberlour.org.uk](mailto:jobs@aberlour.org.uk)) by

noon on Friday 4 December 2020

#### **Please note that we do not accept Curriculum Vitae.**

We look forward to hearing from you. In the meantime, should you have any queries, please do not hesitate to contact us. Our office hours are Monday to Friday, 9 am to 5pm but out with those times you can leave a message or e-mail us.

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