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| **EDUCATION & LIFELONG LEARNING****LIBRARY RESOURCE CENTRE ASSISTANT****INFORMATION SHEET** |  |
| **Base:** | Forfar Academy |
|  | <https://www.angus.gov.uk/directories/secondary_schools>  |
| **Area of Responsibility:** | Support the librarian in the operation of the school library. |
| **Training entitlements / requirements** | You will be required to undertake the following mandatory training via Always Learning:* Data Protection
* Employee Induction
* Information Governance
* Freedom of Information
* Fire safety awareness
* SPSO – What is a complaint stage 1
* Annual Governance Reminder
 |
|  | You will be required to undertake the following mandatory training which is specific to your job:* Child Protection
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| **Hours of Work:** | 15 Hours per week, Monday to Friday, by arrangement (195 days school term-time) |
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| **Salary Scale:** | LG3 |
|  |  |
| **SCP:** | 8 | 9 | 10 | 11 | 12 |  |  |
|  |  |
| **Hourly Rate:** | £9.24 | £9.52 | £9.75 | £10.04 | £10.34 |  |  |
|  |  |
| **Annual Salary:** | £6,180 | £6,367 | £6,521 | £6,715 | £6,915 |  |  |
|  | Angus Council has committed to applying the undernoted ‘Living Wage’ as its minimum hourly rate. This rate will apply for all hours worked up to and including full time hours.The Living Wage rate will not be used when calculating premium rates such as overtime and public holiday working. These will be calculated using your actual hourly rate.You will continue to be paid the ‘Living Wage’ until your actual hourly rate exceeds this amount. |
| **Living Wage Hourly Rate** | £9.78 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Living Wage Annual Salary:** | £6,541 |  |  |  |  |  |  |
|  |  |  |  |
| **Pay Date Information:** | **Start date** | **Pay Date** | **Comments** |
| 1st – 21st | End of start month | Providing line manager has submitted payroll paperwork by 10th of start month |
| 22nd – month end | End of month following start month | Eg if start date is 22nd April employee will be paid on the last working day of May |
| **PVG Status:** | This job may give you access to children and/or vulnerable adults therefore is subject to a PVG Scheme Disclosure under the terms of the Protection of Vulnerable Groups (Scotland) Act 2007. |
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| **Annual Leave:** | 25 days per annum rising to 30 days (pro rata for part time) after 5 years’ service and with effect from the start of the following leave year. This entitlement is included in the school holiday periods and the above salaries incorporate this holiday entitlement. |
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| **Public Holidays:** | 7 fixed days per annum (pro rata for part time). The above salaries incorporate this Public Holiday entitlement. |
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| **Job Status:** | This job is temporary until no later than 29 June 2023. |
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| **Guaranteed Job Interview Scheme:** | We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job: * People with disabilities
* Young people with recognised caring responsibilities
* Care experienced young people including care leavers (up to the age of 26)
* Angus Council employees with caring responsibilities (as set out below)
* Angus Council Modern Apprentices
* Young people who have successfully completed Angus Works or Mini Angus Works placement within the council in the current or last academic year

Please refer to Guaranteed Job Interview Scheme for further information.  |
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| **Interview Date:** | Week commencing 20 June 2022 |

**For further information contact:** Shona Page

School Librarian

 Forfar Academy

 Telephone (01307) 492200