

Sparrows Bank Staff Additional Information

How it Works

Employment is on a casual basis. Work may range from a few hours, a day, or a week at a time. Sometimes at very short notice, and hours of work are not guaranteed.

You may be asked to cover shifts at any of the Sparrows Nurseries located in the Essex and East London area, Nursery Managers or Deputy Managers will contact you directly, if and when work is available.

The location and your hours and days of work will be by mutual consent, and will be confirmed on each occasion you are offered and accept a period of work.

Accordingly you may not have continuity of employment between engagements.

Sparrows reserve the right not to provide you with work and you are under no obligation to accept work.

Working for Sparrows Childcare is not exclusive and you are free to work for other organisations, but you must ensure that you do not exceed the statutory maximum of an average 48hrs per week over a 17 week period. (Working Time Directive)

Time Sheets

For each period of work you should complete a time sheet which must be signed by the Manager Or Deputy Manager of the Nursery. Payment is made in arrears on the third last working day of each month by BACS. It is your responsibility to ensure that your timesheet is received by payroll in time for the payment to be made.

Holidays

In line with the working time Regulations you are entitled to accrue holiday pay for each hour worked. Holiday pay is based on the statutory 24 days per annum. You will not accrue or be paid holiday pay if you do not attend work for any reason, including sickness during the agreed work period.

Pension

The Organisation operates a Pension Scheme which meets the requirements of automatic enrolment and which you will be enrolled into. The scheme is not contracted out of the state second pension scheme and you will continue to accrue benefits under that scheme.

Further details (including the right to opt-out) are available from Head Office. If you do opt-out we may periodically enrol you to the scheme as required by Automatic Enrolment legislation, but we will contact you with the details at that time

