

Statement of Employment

Employee		Employment Commenced	
Job Title	Duty Nurse	Reporting To	Registered Manager
Brief Job Description	To provide direct high-quality nursing care. Manage the staff teams to assist and support our residents in their daily health, social and nursing requirements.		
Address of Employer	Aronel Cottage, 5-11 Highfield Road, Bognor Regis, West Sussex. PO22 8BQ		
Probationary Period	12 weeks. If you do not reach the standards required, your employment may be terminated at any time during the 12 weeks.		
Rate of Pay	<p>£22.50 per hour</p> <p>Discretionary Bonuses - Overtime payable at time and a 1/3rd per hour for each hour worked in excess of 140 hours in any given 4-week cycle. Should staff be asked to cover a duty the same day as requested and have not worked 140 hours in the cycle then these <u>extra hours only</u> will qualify.</p> <p>Short Staff Bonus – If there is one Care Assistant less than the normal full complement on the morning or afternoons duty rota the duty nurse is entitled to book 2 extra hours on the time sheet (+ 2 S/S). This bonus only applies if the shift has not been helped by the domestic team or if you are unable to call a care assistant in to cover at least 4 hours of the shift.</p> <p>Weekend Hours – Saturday: extra £5.00 p/h Sunday: extra £7.00 p/h</p>		
Payment of Salary	Paid 4 weekly, 2 weeks in arrears via BACs. Itemised payslip will show statutory deductions ie. TAX, NI and Pension contributions		
Hours of Work Full Time: 140 hours per 4 weeks Part Time: agreed set hours	<p>Standard full-time is 35 hours per week depending upon the hours discussed at interview. Be prepared to cover any of the shifts throughout a 24-hour day. It is considered reasonable to expect staff to be available to do at least one swap or extra duty per three requests.</p> <p>Bonus, if applicable and time and a half will be paid for Bank Holidays including Christmas Day, Boxing Day and New Years Day. These must be regarded as normal working days and staff are obliged to work their shift as usual.</p> <p>Breaks, as per the minimum working time directive, currently: Shift 6+ hours - 1 x 20 minutes / Shift 12 hours 2 x 20 minutes Breaks are paid and taken in the capacity of “on call”, it is compulsory to stay on the premises to help out in the event of an emergency.</p>		
Holiday Full Time: 196 hours p/a	National Minimum Holiday Entitlement currently 5.6 weeks per annum, pro rata according to start date. Part time staff calculated according to normal hours on rota, excluding overtime. Holidays can only be taken between 2 Jan until 23 Dec. Holiday year starts from 5 April and ends on 4 April.		
GDPR (Data Protection)	All information must be treated as strictly confidential. Staff shall not (except in the proper course of their duties), during or after the period of employment, divulge to any person any confidential information concerning the business of the employer or any of the residents.		
Staff Handbook	Contains all guidelines for employees, must be read and understood.		

I hereby acknowledge receipt of this document, together with the relevant Job Description, Person Specification and confirm that I have completed the Aronel Cottage induction training programme and met the Skills for Care Induction Standards, which included Manual Handling and Fire Safety.

SIGNED: _____ (Employee) Date: _____

SIGNED: _____ (Company Director) Date: _____