



Friends of **Fairford** and **Lechlade** Communities  
Formerly League of Friends of Fairford Hospital  
(Reg. Charity No: 1180059)



**Contract of Employment and Conditions of Service**

<b>Name of Employer:</b>	Friends of Fairford & Lechlade Communities
<b>Name of Employee:</b>	
<b>Date of Commencement of Employment:</b>	
<b>Contract:</b>	Permanent, subject to a probationary period of 26 weeks
<b>Job Title:</b>	Clinical Nursing Manager
<b>Responsible to:</b>	Friends of Fairford & Lechlade Communities Management Committee through the Chair and General Manager, or another nominated individual
<b>Remuneration:</b>	The rate of pay is £20.00 per hour and will be paid monthly in arrears following submission of monthly time sheets
<b>Pension Scheme:</b>	A NEST Auto Enrolment Pension Scheme is operated with employee and employer making contributions. Details will be provided on commencement of employment
<b>Expenses:</b>	Necessary expenses will be reimbursed. Travel - £0.50/mile
<b>Working Hours:</b>	5 hours per week minimum. No minimum nursing hours guaranteed. There is a requirement to work outside of normal daytime hours on occasions and team meetings are often arranged for the early evenings
<b>Annual Leave:</b>	28 days pro rata
<b>Probationary Period:</b>	26 weeks during which time there will be regular reviews of performance. On satisfactory completion of the probationary period the Contract becomes permanent
<b>Supervision:</b>	By the Management Committee through the Chair and General Manager, or other nominated individual
<b>Grievance and Disciplinary Procedures:</b>	If you have any complaint relating to your employment or conditions, or a disciplinary decision taken against you, you should discuss it initially with the Chair. We would hope that it could be resolved amicably at this stage but if not,

you would then be entitled to a confidential meeting with 3 other members of the Management Committee including the Treasurer

**Termination:** In the event of ending your employment, both you and the Management Committee are required to give 2 months' notice in writing. If it is determined that any actions undertaken in your employment amount to gross misconduct then the Management Committee can terminate your employment immediately

**Confidentiality:** You will have access to confidential information relating to patients, employees, volunteers and The Charity's beneficiaries. This information must be treated in the strictest confidence. You may not during or after the termination of your employment with The Charity disclose to anyone other than in the proper course of your employment any information of a confidential nature relating to employees, volunteers and beneficiaries. Breach of this clause may lead to your summary dismissal

**Other Conditions:** You will operate within the Job Description attached and this is a constituent part of the Contract. The Job Description may be reviewed from time to time, and amended by mutual agreement

You must maintain Registered Manager status with the CQC

You must have a valid driving licence and maintain a road worthy car.

Any changes to this Contract must be made in writing. Verbal agreements will not be binding.

**Signature:**

For the Friends of Fairford and Lechlade Communities: ..... Chair

Print Name: .....

Date: .....

**Signature:**

Employee: .....

Printed Name: .....

Date: .....