



**Preventing Homelessness,
Promoting independence**



WHAT WE GIVE OUR STAFF

SALARY: As advertised

ANNUAL/TOTAL LEAVE

Employees are entitled to 25 days paid annual leave in each annual leave year, plus all statutory holidays. Employees working less than full-time hours will have a holiday entitlement which is calculated pro rata according to the number of hours per week, as compared to a full-time employee. An additional leave day is given after 5/10/15 years' service, up to a

PENSION SCHEME

Homemaker Southwest provides an employee pension scheme. Further details of this scheme will be provided to the successful applicant at offer and contract stage.

DISCLOSURE AND BARRING SERVICE CHECKS (DBS).

Some Homemaker Southwest positions may require the successful candidate to undergo a DBS Check.

EQUALITY AND DIVERSITY

Homemaker Southwest recognises the positive value of diversity, promotes equality and challenges unfair discrimination. We recognise people with diverse backgrounds, skills, attitudes, and experiences bring fresh ideas and perceptions, and we wish to encourage and harness these differences to make our services more relevant and approachable.

Homemaker Southwest will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, transgender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any other factor that is not relevant to your potential employment.

Our values include a commitment to equality and fairness, and to valuing each other. All our employees are expected to have read and understood our Equal Opportunities and Diversity Policy, and to ensure they behave in accordance with its principles. Breaches of the policy may lead to disciplinary action.

DIGNITY AT WORK

Homemaker Southwest is committed to providing a culture in which all staff value each other and can work together to their full potential in an inclusive environment free from harassment, bullying and other unacceptable forms of behaviour. Unacceptable behaviour in the workplace will be actively dealt with, all complaints will be taken seriously, confidentiality will be respected and victimisation of those that raise complaints will not be tolerated.

Our values include commitments to work together and value each other - all our employees are expected to have read and understood our Dignity at Work Policy and to ensure they behave in accordance with its principles. All staff are responsible for helping to create and maintain a positive and inclusive working environment free from bullying and harassment. All managers have a particular responsibility for ensuring a supportive and inclusive working environment in which dignity at work is actively promoted.

PROBATIONARY PERIOD

New appointments are subject to a six-month probationary period. Performance is reviewed after three months and again after six months. At the end of the probationary period the outcome of the assessment may be confirmation of post; notice of dismissal; or at Homemaker Southwest South's discretion, an extension of the probationary period by a further three months.

LOCATION

As advertised.

EMPLOYMENT STATUS

As advertised.

FLEXIBILITY

Our roles are open to discussion about flexible working, which may include arrangements such as part-time working, formalised flexitime, fixed (non-standard) working hours, working from home and job-sharing.

HOURS OF WORK

As advertised.