



**Future  
Education**

Recruitment for Schools

# Work Appointment Letter

## Nature of Engagement

Work will be offered to you on an "ad hoc" basis as and when there is a requirement for work to be done. You are free to accept or decline such offers of work. You are not guaranteed continuous work and we are under no obligation to offer you further or particular periods of work. If there is a shortage of work our use of your services will cease without payment. No contract shall exist between the Company and yourself in the periods between agreed periods of work.

Although you are free to engage in other work, if you already have or are considering any additional work, you should notify us so that we can discuss any implications arising from the current working time legislation.

For the avoidance of doubt, your legal status is that of a "worker". This letter and any attachments, including the Worker Contract for Services General Regulations, do not therefore constitute a contract of employment between you and the Company.

Work may be offered to you on an hourly, daily, weekly or other basis. Attendance during periods of work will be as agreed between yourself and the Manager. When you have agreed to attend work and are unable to do so, you are required to notify us immediately.

## Notification requirements to end an agreed period of work

You are required to give five days notification to the Company should you wish to cease providing your services during an agreed period of work (unless the agreed period is shorter, in which case you must work to the end of the agreed period). You will be given five days notification by the Company should your services no longer be required during an agreed period of work (except where the agreed period is shorter, or you are deemed to be in breach of the required standards, in which case your contract may be terminated immediately).

## Payment

Payment will be made at the agreed rate one week after submission of the time sheet.

Statutory deductions such as income tax and NI contributions will be made from any payments made to you.

Non-submission or incorrectly completed documentation or the absence of appropriate HMRC documentation will result in delayed payment.

Any queries regarding payment should be raised with your Manager.

Deductions from pay will be made for overpayments, defective work, damage to Company, employees' or workers' property or premises, failure to return any Company property which is in your possession or for which you have responsibility and for the additional costs of covering your work should you fail to give the agreed advanced notification to end an agreed period of work.

Deductions will be made from the next payment due and/or any monies outstanding at the end of your contract.

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## Absence

Any absence, for whatever reason, must be reported at the earliest opportunity on the day in question to enable any necessary alternative arrangements to be made. Such notification should be made personally to your Manager. The Company does not operate contractual sickness and injury schemes for workers.

## Statutory Annual Leave

Your holiday entitlement will be paid at the rate of 12.07% of your daily rate for each day worked. The holiday element of your payments will be separately identified on your payslip. As holiday payments will be included each time you receive payment, you are strongly advised to set aside and save up the holiday element in order that you have funds to draw on at the time you take holidays.

## Health & Safety at Work

Under Health and Safety legislation each individual has a legal responsibility for their own welfare and for the health and safety of others. Any queries you may have relating to health and safety matters should be raised in the first instance with your Manager.

## Equal Opportunities

The Company provides equal opportunities and is committed to the principle of equality regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. The Company will apply policies that are fair, equitable and consistent with skills and abilities. You have a duty to support us in implementing these policies to ensure equality of opportunity.

## Behaviour

During each individual period of work, you will be subject to the rules and procedures contained in Future Education's Code of Practice. You are responsible for maintaining high standards of work, personal behaviour and conduct. The Manager to whom you are accountable has the authority to suspend or terminate your contract, prior to the conclusion of any agreed period of work, should there be a breach on your part of the relevant standards.