

**ST. ANDREWS BOTANIC GARDEN EDUCATION TRUST  
EMPLOYMENT PARTICULARS**

1) **Employer**

The Employer is the St. Andrews Botanic Garden Education Trust Limited, Kinburn Castle, St. Andrews, Fife, KY16 9DR ("the Trust").

2) **Employee**

The employee is [ XXXXXXXXXXXX ] ("you").

3) **Title of Post**

You shall be a part-time employee of the Trust with the job title of Education Officer.

4) **Responsibility**

You will be responsible to the Chairman of the Trust or a nominated trustee.

5) **Place of Work**

Your principal place of work will be the Botanic Garden, St. Andrews, Fife. The duties of the post may require you to work outwith the Garden.

6) **Date of Appointment**

a) The appointment shall take effect from XXXXXXXX.

b) No previous employment counts as part of your period of continuous employment with the Trust and therefore XXXXXXXX is the date of commencement of your period of continuous employment.

7) **Duties**

Your principal duties shall be as follows:-

a) **Supervise the administration of the schools programme including the following:**

i) Arrange occasional employees and volunteers and delegate to them as needed (teachers, technical help and support);

ii) Discuss topics with school teachers and relevant occasional employees, plan sessions/visits for the following age groups as appropriate:-

- Nursery
- Primary
- Secondary

(iii) Maintain occasional staff time sheets

(iv) Oversee the administration of the bookings procedures

(b) **Participate fully if appropriate in teaching programme – to include special needs, eco-schools.**

(c) **Contribute to funding applications**

- (d) **Produce reports for grant-awarding bodies.**
- (e) **Liase with Botanic Garden staff**
  - i) Attend regular meetings with Botanic Garden staff;
  - ii) Organise provision of material/facilities as appropriate
  - iii) Ensure that entries in the Garden diary are up-to-date
  - iv) Arrange days on which schools programme has priority booking of Glass Class
- (f) **Liase with Trust Directors**
  - i) Attend regular meetings with Chairman or nominated trustee;
  - ii) Attend meetings of Trustees
- (g) **Take responsibility for ensuring that Health and Safety procedures are followed and that appropriate risk assessments are undertaken.**
- (h) **Liase with Junior Hortus**
- (i) **Support Adult Education programme as required**
- (j) **Liase with the Friends of the Botanic Garden and other Garden users**
- (k) **Liase with other members of Botanic Garden Education Network**
- (l) **Participate in Promotion of the Education Trust**
- (m) **Arrange/liase any proposed in-service training for school teachers as appropriate**
- (n) **Arrange/liase any proposed outreach programme**
- (o) **Participate, as appropriate, in future educational developments e.g. nature trails, interpretive material at Botanic Garden**

7. **Hours of Work**

The hours of work are not defined and will depend upon the exigencies of the post. It is anticipated that the commitment will be approximately two and a half days a week over the year but most duties will be performed in the spring and summer school terms.

8. **Pay**

The annual salary for the post is £16,000 and shall be paid monthly in arrears.

9. **Holidays**

- (a) The annual leave year shall run from 1st April to 31st March. Holiday not taken by the end of the leave year shall lapse.

- (b) Your holiday entitlement is 14 days a year to include public holidays.
- (c) Holiday entitlement accrues monthly in advance at one-twelfth of the annual entitlement rounded up.

10. **Payments in lieu of Holidays**

- (a) The accrued sum shall be paid to you if your employment is terminated during the year, subject to deductions for holidays actually taken since 1st April (the beginning of the leave year).
- (b) If the amount of holiday taken since 1st April exceeds the accrued entitlement at the date of termination of your employment the amount of the relevant number of days' pay shall be due by you to the Trust and may be deducted from your final payment.
- (c) For the purpose of calculating holiday pay, one day's pay shall be taken to represent 1/260<sup>th</sup> of annual salary.

11. **Notification of Absence**

- (a) If you are absent from work for any reason and that absence has not been previously authorised you must inform the Chairman or nominated trustee not later than 10a.m. on the first day of absence.
- (b) Any unauthorised absence must be properly explained and in the case of an absence of uncertain duration you must keep the Trust informed on a daily basis until you have provided the Trust with a medical certificate.
- (c) If you are absent from work due to sickness or injury for more than seven days (including weekends) you must provide the Trust with a medical certificate on or before the eighth day of absence. Thereafter medical certificates must be provided to the Trust to cover any continued absence.
- (d) Immediately following return to work after a period of absence which has not been previously authorised you may be required to complete a self-certification form stating the date of and reasons for absence, including sickness on non-working days as this information is required by the Trust for calculating Statutory Sick Pay entitlement. Such forms will be retained by the Trust.

12. **Sickness Requirements**

The Trust may, at any time when you are absent from work because of sickness or injury, require you to:

- (a) undergo a medical examination (at the Trust's expense) with a medical practitioner nominated by the Trust; and/or
- (b) give written permission to the Trust to have access to any medical or health report in its complete form on your physical or mental condition, prepared by the medical practitioner nominated by the Trust.

13. **Pension**

The Trust does not operate a Pension Scheme.

14. **Termination of Employment by you**

You are required to give to the Trust 4 weeks' notice in writing of termination of employment.

15. **Statutory Minimum periods of Notice by the Trust**

<b>Period of Continuous Employment</b>	<b>Minimum Period of Notice</b>
4 weeks, but less than 2 years	1 week
2 years, but less than 12 years	1 week for each year of reckonable employment
12 years or more	12 weeks

Notwithstanding the provisions of this and the preceding clause the appointment may be terminated summarily in the event of gross misconduct or serious breach of duties.

16. **Disciplinary Rules and Grievance Procedures**

The Trust has no formal disciplinary rules or grievance procedures. The Directors of the Trust deal with all matters affecting your employment. You should raise any grievance arising from your employment with the vice-chairman of the Trust or other nominated trustee in the first instance.

17. **Collective Agreements**

There are no collective agreements in force affecting the terms and conditions of your employment.

18. **Employment outwith the United Kingdom**

There are no conditions relating to a requirement to work outside the United Kingdom.

19. **Travel Expenses**

Travel expenses incurred on behalf of the Trust will be paid at the rate determined from time to time by the Directors for authorised costs.

20. **Other Particulars of Employment**

These particulars should be read in conjunction with any letter of appointment.

21. **Normal Retirement Age**

There is no formal retirement age.

22. **Health and Safety**

All Employees have a responsibility to pay due regard to Health and Safety Legislation. A Health and Safety Policy document is presently under consideration and a copy of this will be given to each employee when available.

23. **Communications and Computer Use**

You will comply with the Trust's policy on use of computers and other forms of communication as notified from time to time.

24. **Data Protection**

For the purposes of the Data Protection legislation you consent to the processing of all or any personal data (in manual, electronic or any other form) relevant to your employment. This may be carried out by the Trust and/or any other agent or third party nominated by the Trust and bound by a duty of confidentiality. Processing includes but is not limited to obtaining, recording, using and holding data and includes the transfer of data to any country either inside or outside the EEA.

25. **Disclosure (Scotland)**

You will be required to obtain an Enhanced Certificate of Disclosure from Disclosure Scotland.

I acknowledge to have received the principal of which the foregoing is a duplicate.

Signature .....

Date .....