

UNLOCKING POTENTIAL
TRANSFORMING LIVES

Summary of Pay and Benefits

PAY

The SPS Joiner (Pay Band C) position has a current total pay of up to £23,373 per annum depending on qualifications and experience. If part-time, your pay will be calculated on a pro rata basis.

Pay Progression

Your salary may increase year-on-year until you reach the maximum salary for your level. Salary points are reviewed from 1 April each year.

Working Additional Hours

Additional hours of work may be required occasionally, varying from post to post and you may be compensated through either taking time off at a later date or by payment.

You'll also receive additional payments for working on-call on a rotational basis and for each continuous period of 7 days you are rostered to work you will receive an On-call payment. The current rate of payment is £100 per week. On average it is expected that you will work one week in six equating to **£500- £800** on average per annum.

PENSION

Pension Options

The SPS is a Civil Service employer and we offer a choice of two high quality pension schemes, allowing you flexibility to choose the pension arrangements that suit you best:

1. The ALPHA scheme which is a defined benefit career average scheme.

If you decide to join our highly rated ALPHA Pension Scheme, you will pay a low level contribution of 5.45% of your pensionable earnings, with SPS paying employer contributions on your behalf. The current contribution we pay to the ALPHA scheme on a salary of £23,373 is 20.9% of pensionable earnings or **£4,885** per year.

2. The PARTNERSHIP scheme which is a money purchase stakeholder arrangement.

If you decide to join our PARTNERSHIP Pension Scheme, we will pay employer contributions based on your age that range from 8% to 14.75% of your pensionable earnings. You are not required to pay a personal contribution. However, if you do make personal contributions, we will match this with an additional employer contribution up to a maximum of 3% of your pensionable earnings.

As well as retirement benefits both schemes include ill health, life cover and family benefits.

If you have worked for a civil service employer before you may be able to continue with membership of your previous scheme.

New staff members will be sent full details of the schemes they are eligible to join before being asked to make a decision.

Full details of both schemes can be found at www.civilservice.gov.uk.

CAREER DEVELOPMENT/PROGRESSION

When you join the SPS expand your knowledge and skills to gain experience working on industrial/commercial systems. To support you we will invest in your development with opportunities to work towards industry recognised training and qualifications.

We are committed to nurturing and investing in our greatest strength and resource: our people.

Depending on your role and career plans, we will help you reach your full potential. We will invest in your development and create an environment that allows you to learn and apply new skills which can include development into management roles.

ANNUAL LEAVE

The SPS has a generous annual leave allowance. . The annual leave year runs from 1 February to 31 January.

Service	Entitlement
Years 1 to 5 inclusive	34 days
Year 6 onwards	42 days

Your annual leave entitlement includes 12 days public & privilege days, including St. Andrews day. Annual leave is calculated on a pro-rata basis for part time staff.

FAMILY FRIENDLY POLICIES

We understand the importance of a good work-life balance and we recognise that your personal circumstances may change over time. We offer a range of options to help you achieve the right work-life balance, such as flexible working, part-time working, and career breaks.

Maternity, Paternity and Adoption

We are committed to supporting you throughout any period of pregnancy or adoption, and in your responsibilities as a parent, offering generous support and maternity and paternity leave arrangements (above the statutory minimum), while continuing to recognise the positive contribution that you make.

Childcare Vouchers

The childcare voucher scheme can help working parents make savings as well as making it easier to budget for childcare. As a working parent, you may save in the region of £1,000 per annum.

Special Leave

Special leave allows staff members to apply for time off in addition to annual leave in certain circumstances. Special leave can be granted with or without pay.

EMPLOYEE DISCOUNTS SCHEME

We offer a range of value benefits to employees, discounts, offers and great savings on leisure, shopping, health and much more!

CAR PARKING FACILITIES

All SPS places of work have free staff car parking and cycling facilities.

HEATH AND WELLBEING

Sick Leave Provision

We provide paid leave during absence. Sick leave on full pay may be granted for up to 6 months of any 12 month period and thereafter sick leave on half pay, subject to a maximum of 12 months' sick leave in any 4 year period.

Eye Care Plan

We provide free eyesight tests for staff and where prescription spectacles are needed for particular work tasks, you can choose from a range of styles without charge.

Employee Wellbeing Programme (EWP)

Balancing the demands of work and your personal life is not always easy. Our Employee Assistance Programme is a free confidential 24-hour service providing specialist support and information for you and your immediate family on life management, health information and personal support for the times when you need it most.

Lifestyle Screening

To promote and encourage healthy lifestyles SPS have introduced health screening for staff once every three years.

Gym

Many of our sites offer free staff gymnasiums.

Cycle to Work

SPS operate a cycle to work scheme. This allows staff members to make tax and NI savings through salary sacrifice like those shown in the example below:-

Total cost of bike and accessories:	£600
Net cost of bike and accessories, including finance and admin costs (if applicable):	£600
Income tax saving over hire period:	£120
Employee NI saving hire period:	£72
Final cost of bike & accessories:	£408
Total saving:	£192
Gross salary sacrifice, based on 12 month hire period (this should be the figure displayed on your hire agreement):	£50
Net salary sacrifice, based on 12 month hire period:	£34