

## Management Salaries, Terms and Conditions 2019

All management posts are residential and include accommodation (unless otherwise stated) and full board. All staff accrue pro rata holiday pay of 12.07% of their total salary during their period of employment. Unless there are special circumstances agreed during the interview/appointment (e.g. family weddings, interviews etc.), this holiday can only be taken at the end of the contract and staff will be paid for unspent holiday at the end of their contract. Holiday entitlement is set at 28 days per annum pro-rata.

Post	Basic Salary per week	Increments per week				
		Returning staff (since 2017)*			1 <sup>st</sup> Aid <sup>+</sup>	Performance bonus**
		One previous summer	Two previous summers	Three previous summers		
Centre Director (varies according to size of centre)	631.75 to 682.25	23.00	33.00	43.00	10.00	up to a maximum of £50 per week
Director of Studies (varies according to size of centre)	530.25 to 611.05	23.00	33.00	43.00	10.00	
Assistant Director of Studies	449.45	23.00	33.00	43.00	10.00	
Activities Manager (varies according to size of centre)	484.80 to 555.50	23.00	33.00	43.00	10.00	
Assistant Activities Manager	408.25	23.00	33.00	43.00	10.00	
Welfare and Accommodation Manager	480.76	23.00	33.00	43.00	10.00	
Overnight emergency telephone cover	£49.20-£65.68 per night for 8 hours (carried out a maximum of twice per week),			Applies to all management positions on a rota basis		

\* We value our employees and we provide an increment for returning staff who have worked with us for at least one summer since 2017. The increments quoted only apply if this is your second, or subsequent, year as a member of the management team. Otherwise, the non-management loyalty increment applies (please see non-management salaries, terms and conditions).<sup>†</sup> Please consult us on acceptable qualifications. All staff are eligible for this increment provided they are prepared to undertake duties relating to these qualifications.

\*\* Performance Bonuses for Centre Directors are paid in the final payroll of the summer, and are awarded depending on satisfactory completion of the contract according to duties and responsibilities outlined in the job description and in the management manual. This decision, made by the Head Office management team, is final and non-negotiable.

- If you are interested in becoming a qualified first aider, SHSH will reimburse 50% of the cost of training to staff who obtain the certificate, up to a maximum of £75.00. Courses must be booked in consultation with Head Office. Staff will be reimbursed with their first payroll.
- Salaries are paid in arrears into a UK bank account every two weeks. Payments by named cheque or international transfer are made at the employee's own cost.
- Staff do not receive any overtime payment unless this is expressly agreed in advance with your line manager in consultation with Head Office.
- All staff are entitled to one full day off per week.
- We reserve the right to move any staff member at any time in their contract in order to meet a staffing requirement at an alternate location.
- All staff must be employees of Stafford House Study Holidays. We cannot hire any staff on a self-employed basis.