

Key terms and conditions

Place of work

Your place of work will be Wentworth House, Crawley Hospital, West Green Drive, Crawley, West Sussex RH11 7DH. KSS AHSN does reserve the right to change your place of work in the interests of the business after consultation with you.

Hours of work

Full time hours of work are 37.5 per week, excluding lunch breaks. You may be eligible to be considered for flexible working.

Holiday entitlement

The leave year runs from 1 April to 31 March and you will earn paid leave on a pro-rata basis for each month of service. In addition to public holidays, full-time annual leave entitlement is as follows:

- First two years of employment: 33 days
- After two completed years of employment: 34 days
- After five completed years of employment: 35 days

For new staff recruited during the year, a pro-rata holiday entitlement will be provided for the period from your start date through to the end of the next month of March.

Pension Scheme

AHSN salaries include an 11% 'plussage' in lieu of a public sector pension.

The company currently offers a tax efficient salary sacrifice scheme with any registered pension scheme, as specified by the employee.

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In addition, a workplace pension scheme is also offered to AHSN staff and if you meet the criteria, you will be automatically enrolled into the AHSN pension scheme when you join the organisation (which is The People's Pension Scheme, that now has over 4 million members). A contribution will be made from your pay and the employer will also pay a contribution, as follows:

April 2019 onwards	3% Gross Employer and 5% Gross Employee
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Full details of the scheme will be given to you when you are enrolled, including details of your right to opt out, if you do not want to be a member of the scheme. While participating in the scheme, you agree to worker pension contributions being deducted from your salary, as indicated in the table above.

Season Ticket Loans

An interest-free loan for a travel season ticket is available. The loan will be recovered by salary deduction over a maximum period of twelve months.

Probation Period

Your employment will be subject to a six-month probationary period.

Diversity

KSS AHSN is an equal opportunities employer and we want to ensure that all new, existing and prospective employees are treated fairly. To enable us to develop and monitor the effectiveness of our diversity policies, we will ask you to complete a short questionnaire shortly after you join us. Your answers will be treated in the strictest confidence.

Values and behaviours

KSS AHSN has developed a clear vision for the direction of the company. A set of values and behaviours have also been developed and agreed to underpin this vision and these are detailed below. Applicants and employees will be expected to demonstrate an understanding of and commitment to these values and behaviours, which will be assessed through the recruitment, selection and appraisal processes.

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Strive for, and inspire, excellence		Act with integrity		Value people		Work collaboratively	
We will:	We won't:	We will:	We won't:	We will:	We won't:	We will:	We won't:
Take pride in our work and celebrate our achievements	Become complacent or settle for less than our best	Act professionally and ethically	Compromise an individual's integrity	Recognise, respect and value others	Undermine or belittle one another	Work as one team	Work in silos or work against each other
Have courage, promote adventure and innovation	Create or allow blame or bullying cultures	Be transparent and honest, and promote a culture of openness	Be political or self-serving	Be kind, understanding and supportive towards one another	Blame or scapegoat one another if things go wrong	Create positive team environments	Be negative or have a bad work ethic
Embrace creativity and different viewpoints	Avoid difficult conversations	Enable people to speak up and have a voice	Discriminate or show favouritism	Promote inclusion and embrace diversity	Be dismissive of ideas and suggestions	Be willing to learn from others and adapt	Make assumptions or judge one another
Share knowledge and information	Knowingly keep people in the dark	Act on feedback	Moan without owning the issue	Listen to each other	Criticise one another	Provide constructive feedback	Take constructive criticism personally
Hold ourselves and each other to highstandards	Misuse resources	Be clear about our roles and responsibilities	Over complicate information and communications	Provide opportunities for personal growth and development	Be inflexible	Provide clarity around our direction and aims	Procrastinate
Maximise our resources and productivity	Be inefficient	Take responsibility and be accountable	Make excuses	Promote well-being and a healthy work/ life balance	Tolerate poor behaviour	Be sensitive to others' work patterns and time commitments	Have unrealistic expectations of others

