

REF:

November 2022

**PRIVATE AND CONFIDENTIAL**

c/o The Gateway Academy

Dear

**OFFER OF RELIEF/CASUAL WORK**

I am pleased to offer you work on a relief/casual basis with the Academy Trust as set out below:

<b>Job Title</b>	Peer Mentor
<b>Commencing Hourly Rate</b>	£10.00
<b>Start Date</b>	Thursday 3 November 2022

Relief/casual workers are used to provide cover on an as and when required basis in the absence of regular staff or where additional staffing is needed.

The casual nature of this work is such that there is no obligation on the Academy Trust to provide you with work and there is no obligation on you to accept any work that is offered (so there is no 'mutuality of obligation'). It, therefore, does not confer any right to continuity or permanency of employment. The hours/days we would like you to work are to be agreed with your Line Manager and Faculty Head.

You may be asked to consider extra hours/days should the need arise.

The method of payment will be based on claims submitted towards the end of the month for hours worked which will be paid the following month. You will be paid by credit transfer to either a bank or building society account, details of which must be supplied on the enclosed bank details form.

As a relief/casual worker you will not be entitled to any contractual sick pay or maternity leave payments. You may, however, have an entitlement (depending on regularity of working and average earnings) to Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP) which would be assessed by the Academy's payroll provider if and when applicable. Any sickness absence that occurs when you have been scheduled to work should, therefore, be reported to your line manager.

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**The Gateway Academy,**  
Marshfoot Road, Tilbury, Essex, RM16 4LU | Tel: 01375 489000 | [admin.gateway@theglc.org.uk](mailto:admin.gateway@theglc.org.uk)  
[www.theglc.org.uk](http://www.theglc.org.uk)

The GLC Trust is a company limited by guarantee, registered in England & Wales (Registered Number 5853746). Registered office at The Gateway Academy, Marshfoot Road, Tilbury, Essex RM16 4LU.  
Chief Executive Officer: Viki Reid.  
The GLC is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment.



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You will be bound, as far as these are applicable, by the Academy’s Disciplinary and Grievance procedures and its Code of Conduct and other policies, copies of which are available from the Academy Office.

As you are a student here at the Academy your appointment is not subject to the Criminal Records Bureau check. However, should you be cautioned for or convicted of any offence during this arrangement for casual employment, you are required to immediately notify the Headteacher in writing of the offence and penalty. This includes motoring offences which result in court action and license penalty points. The effect of your conviction or caution will be considered with regard to the Academy’s Policy on the Employment of Offenders contained within its Recruitment Policy.

As this work arrangement is on an as and when required basis, and there is no mutuality of obligation, you are not eligible to join the Local Government Pension Scheme.

Where it becomes clear that there is no further work available under this arrangement we will endeavour to give you at least one week’s notice of the termination of the arrangement. Similarly, should you be unavailable for any further work I would hope that you would give at least one week’s notice to the Head of School.

If you are prepared to accept this offer, on the terms and conditions specified in this letter, please sign the enclosed copy of this letter and return it to the HR Manager as soon as possible.

Yours sincerely



**Mrs V Reid**  
**CEO**  
On behalf of the Governing Body of The Gateway Academy

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**ACCEPTANCE**

I accept this work on the terms and conditions specified within this letter.

Signed ..... Date .....

**The Gateway Academy,**  
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