

## Additional Particulars for Worker - PAYE

For additional particulars for Umbrella Workers, please contact your chosen Umbrella Company.

Additional Particulars for Worker - PAYE	
Name of employment business:	Engage Education Services Ltd
Length of notice the agency worker must give and should receive to terminate the contract or assignment	Please see the assignment schedule for full details.
Any other remuneration (apart from pay)	N/A
Entitlement to sick leave and pay (See clause 8 in your contract)	<p>You may be eligible for statutory sick pay (SSP) if you meet the relevant statutory criteria.</p> <p>For SSP there is one qualifying day per week during an assignment and that qualifying day shall be the Wednesday of every week.</p>
Maternity/paternity leave and other paid leave	<p>You may be eligible for statutory Maternity/Paternity Leave provided you meet the relevant statutory criteria.</p> <p>You are not entitled to any other paid leave at this time.</p>
Any other benefits:	<p>Access to additional benefits include:</p> <p>Free access to the Creative Education CPD platform (or appropriate alternative)</p> <p>Access to an Employee Assistance Programme via Education Support</p>
Required training and entitlement:	<p>All Engage Education candidates are required to complete the following training every year:</p> <ul style="list-style-type: none"> <li>• Complete enhanced safeguarding training via <a href="#">Creative Education</a></li> <li>• Complete Gov.uk <a href="#">Prevent Duty Training</a></li> <li>• <a href="#">KCSIE 2025</a> - Awareness Training</li> <li>• <a href="#">Code of Conduct</a> Awareness Training</li> <li>• <a href="#">Cyber Security training for schools</a></li> </ul> <p>All training is provided for free by Engage Education, Engage Education Services may provide additional training as and when required. Certain specialist training for specific roles may require workers to bear the cost.</p>
Pensions and pensions schemes such as automatic enrolment or contractual pensions schemes:	<p>If you are eligible, you will be enrolled automatically into the occupational pension scheme under our obligations under the Pensions Act 2008.</p> <p>Details of the scheme will be provided when you join the scheme.</p>
Any information on disciplinary rules and grievance procedures:	<p>When safeguarding or professional conduct concerns are raised, these will be investigated in line with <a href="#">Engage Education Services' Child Protection and Safeguarding Policy</a></p>

