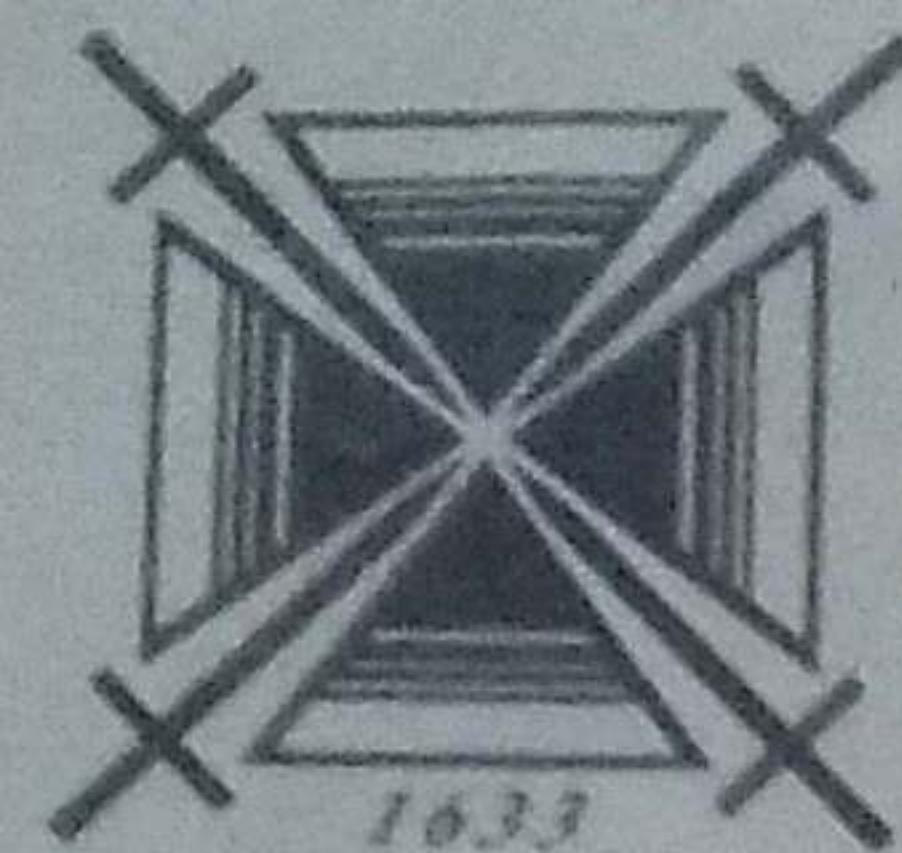




Miles MacEacharn, BSc FCA
Bursar and Clerk to the Governors
Telephone: 01392 258712
Email: bursar@exeterschool.org.uk
@ExeterSchoolUK

EXETER SCHOOL

Victoria Park Road
Exeter, Devon
EX2 4NS

www.exeterschool.org.uk

Strictly private & confidential – addressee only

Ms Agathe Lafrayette
Whitmoor Cottage
Southleigh nr Colyton
Devon
EX24 6JG

12 September 2019

Dear Agathe

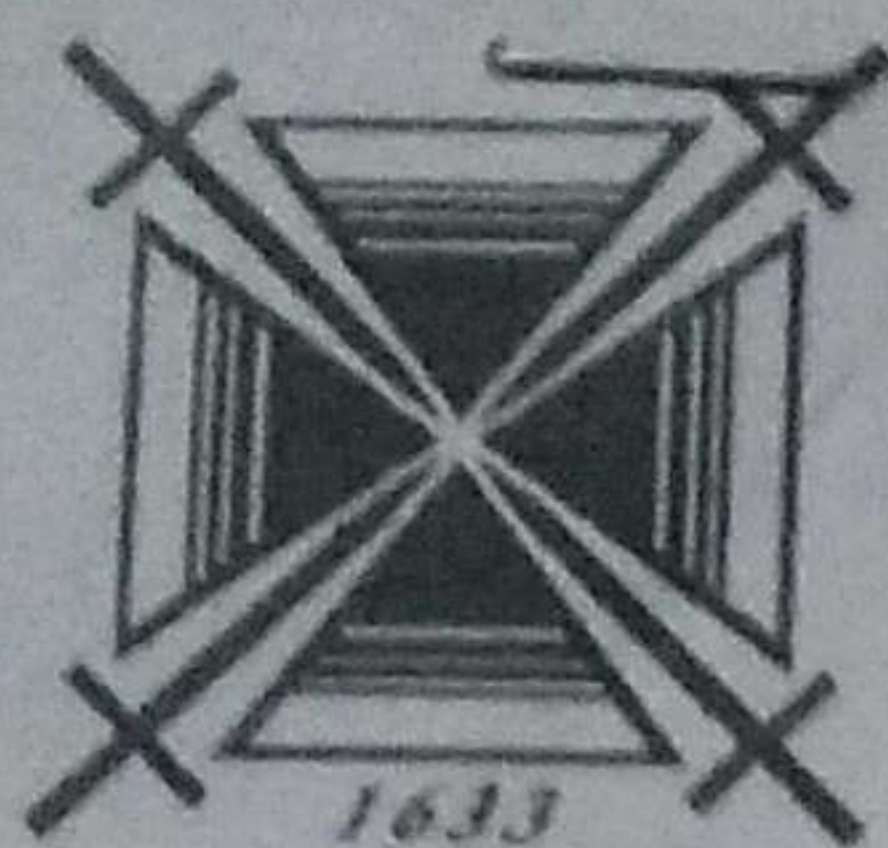
Offer of employment

Following your recent discussions with Mick Latimer, Head of Modern Foreign Languages, I am writing to offer you the position of part-time temporary French Language Assistant at Exeter School (School) for the period 1 September 2019 to 22 May 2020.

Full details of the terms and conditions applicable to the position will be set out in the School's standard contract which will be sent to you should you decide to accept the offer. In the meantime, I can confirm that the main aspects of the School's offer are as follows:

- **Hours of Work:** You will work for 12 hours a week term-time only, as agreed with your Head of Department.
- **Salary:** You will receive a salary, having regard to the British Council recommended salary for Language Assistants as published on their website from time to time, for a minimum 12 hours work per week. The total for the contract will be no less than £8,226.45 based on 12 hours work per week. Extra hours over twelve, up to a maximum of eighteen, will be paid at £13.77 per hour, subject to prior agreement with your Head of Department. Salaries are paid monthly in arrears on the 28th of each month.
- **Notice:** Your notice period will be one month.
- **Pension:** The School will automatically enrol you in its Aviva group personal pension scheme (Scheme). If you do not wish to be a member of the Scheme you may choose to opt-out. Forms are available from the Scheme's website. The School will automatically re-enrol all staff who are not members of the Scheme on a three yearly basis. Should you wish to continue to opt out you will need to repeat the opt out process
- **Holiday:** You will be entitled to 16.5 days' holiday in addition to public holidays in term-time. You must take your holiday during the School holidays.
- **School fees discount:** All staff are eligible for a reduction of 50% off the day fees (*on a pro rata basis*) for children at Exeter School.





Mr M.C.M. MacEacharn, BSc FCA
Bursar and Clerk to the Governors
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Ms Agathe Lafrayette
c/o Annelique Latrémolière
4 Rue des Cordeliers
46100 Figeac
France

27 June 2018

Dear Agathe

Offer of employment

Following your recent discussions with Mick Latimer, Head of Modern Foreign Languages, I am writing to offer you the position of part-time temporary French Language Assistant at Exeter School (School) for the period 1 September 2018 to 31 May 2019.

Full details of the terms and conditions applicable to the position will be set out in the School's standard contract and Staff Handbook which will be sent to you should you decide to accept the offer. In the meantime, I can confirm that the main aspects of the School's offer are as follows:

- **Hours of Work:** You will work for 12 hours a week term-time only, as agreed with your Head of Department.
- **Salary:** You will receive a salary, having regard to the British Council recommended salary for Language Assistants as published on their website from time to time, for a minimum 12 hours work per week. The total for the contract will be no less than £8,145, based on 12 hours work per week. Extra hours over twelve, up to a maximum of eighteen, will be paid at £13.63 per hour, subject to prior agreement with your Head of Department. Salaries are paid monthly in arrears on the 28th of each month.
- **Probationary period:** Your employment will be subject to a probationary period of three months during which time either you or the School may terminate your employment on giving one week's notice. The School may extend the probationary period by up to a further three months in the event it is considered necessary.
- **Notice:** Following the successful completion of your probationary period, your notice period will be one month.
- **Pension:** The School will automatically enrol you in its Aviva group personal pension scheme (Scheme). If you do not wish to be a member of the Scheme you may choose to opt-out. Forms are available from the Scheme's website. The School will automatically re-enrol all staff who are not members of the Scheme on a three yearly basis. Should you wish to continue to opt out you will need to repeat the opt out process

