

TERMS AND CONDITIONS OF BUSINESS FOR THE PROVISION OF EDUCATION PERSONNEL

Relating to the Supply of Teachers and Temporary Workers

Effective from the 1st Day of January 1999 and superseding all previous Terms and Conditions of Business as supplied by Supreme

Supreme Recruitment is operating as an Employment Business

Definitions

1 Teacher describes any temporary, locum or person associated with or introduced by Supreme

2 Client describes the person or organisation engaging the services of the Teacher

3 Assignment describes the episode during which the Teacher is engaged by the Client

The following terms are deemed acceptable by the Client by virtue of an interview (by telephone, in person or via other electronic medium) or the engagement by the Client of any Teacher introduced by Supreme

The Client agrees to honour the fee as advised at the time of booking. The Client agrees to nominate a person to verify and sign the Teachers timesheet (Signature constitutes confirmation of attendance and satisfactory performance for the period signed against)

Fees are invoiced weekly and payment must be received in full not later than 7 days from date of invoice

Supreme reserves the right to charge interest on overdue invoices at 4% above base rate

All payments to Teachers including statutory deductions of National Insurance and Income Tax are handled exclusively by Supreme

Should the Client wish to engage a teacher introduced by Supreme, the client agrees to pay to Supreme an introduction fee of 10% of the Teacher's gross commencing annual remuneration. The above fee implicitly applies where a Teacher on an assignment is employed by the Client in any permanent position after responding to any recruitment advertisement placed by the Client

Should the Client wish to engage a Teacher introduced by Supreme an introduction fee of 12.5% of the annual remuneration will be incurred

Once a Teacher has been introduced by Supreme if they are subsequently reintroduced by a secondary or tertiary agency within six months from the date of first introduction, whether that be for one days supply or a full time position, any commission or fee is payable solely to Supreme

Introduction fees shall not be refundable in the event of subsequent termination of any such engagements howsoever, or on whatever time scale that termination arises

Payment of an Introduction fee transfers responsibility for the subsequent performance of the candidate to the engaging school or organisation

We endeavour at all times to maintain favourable standards of skill, integrity and reliability of Teachers, and confirm that the Temporary Worker is willing to work in the Assignment

We do not accept liability for any concomitant effect of negligence, dishonesty, misconduct or lack of skill of the Teacher provided Supreme do not accept liability for any delay, damage or expense arising from failure to provide a Teacher for a booking

The Client shall indemnify Supreme against any & all such liabilities

The Client undertakes to manage & supervise the Teacher in a manner reasonably appropriate to facilitating successful fulfilment of the teaching role in question

The Client may terminate the Teachers Assignment but agrees to inform Supreme immediately of so doing
For the duration of any teaching Assignment the Client undertakes to treat the Teacher as if they were a permanent member of staff in so far as providing appropriate employers and public liability insurance and complying with all current By Laws, Codes of Practice and Legal Requirements – as pertaining to permanent staff

No variation to these Terms will be deemed applicable without written consent of a director of Supreme
Supreme is an Equal Opportunities Employer. We affirm absolute respect for cultural diversity

Verification of the Teachers ID is undertaken by Supreme
Supreme has taken all reasonably practicable steps to confirm the Teacher is suitable for the Assignment. If the Employment Business is unable to do any of the above it shall inform the Client of the steps it has taken to obtain this information in any event