

West Lothian College - Staff Bank Information

What is West Lothian College's Staff Bank?

We have bank staff in different faculties across the college. Bank staff are engaged within a faculty where we have a requirement for cover. These requirements may arise from a variety of reasons such as project work, absence cover or new courses being added during the academic year.

Our bank staff have a variety of different skills, experiences and availability which we can draw upon in the different areas of the college, as required.

Core college working hours, which cover may be required during, are Monday to Friday 8:30am – 4:30pm. The college is also open for evening classes on a Tuesday and Thursday.

How do I join the Staff Bank?

To be appointed we have a selection process which involves an application, interview and in certain roles a presentation. If you are successful in our selection process you would be offered a place and issued a formal offer letter.

I have been offered a space in the Staff Bank. What happens next?

Congratulations! The next steps involve us progressing with all your pre-employment checks. This means if work becomes available then all of our pre-employment checks will have been carried out in advance and we can facilitate a quick start date (if required). Please note all offers are subject to the satisfactory completion of the pre-employment checks, as outlined within the offer letter.

What work will I be offered?

Due to the nature of our staff bank, we cannot guarantee if/when work would become available. Work will be offered on an as-required basis therefore the duration of periods of employment can vary. Reasons we engage bank staff include new course offers, project work or absence cover all of which can be unpredictable and have short notice of requirements.

Please note, it is at the college's discretion whether to offer you work. The college reserves the right to give or not give work to you at any time and is under no obligation to give any reasons for such decisions.

What communication will I receive from the college?

Once all your pre-employment checks are completed we will be in contact to advise you of this. We will ask also for and keep a record of your availability.

If suitable work becomes available a member of our HR & People Development Team would get in touch with you to see if you are interested and available.

What happens if I am offered and accept work?

Due to the nature of bank cover, contracts can be offered at short notice. If you are offered and accept the work then we would engage you under a fixed-term contract for the duration of the work. You will have the same terms and conditions and access to employee benefits as other West Lothian College employees.

The college would provide you with all the resources and support required within the role. This would include a college-wide and local induction, IT access and equipment, a supportive team and manager as well as any other role-specific resources needed.

Will I be offered a permanent contract with the college after being appointed to the bank?

Any permanent job opportunities are advertised via myjobscotland which you are able to apply for.

If you have any questions not answered then please email HR@west-lothian.ac.uk and a member of the HR & People Development will be happy to answer your specific query.