

Key Information Document

This document sets out key information about your relationship with Prospero Teaching, including details about pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Name of employment business	Prospero Group Ltd
Type of contract you will be engaged under	Contract for Services
Who will be responsible for paying you	Prospero Group Ltd (payroll calculated by MP Payroll Solutions Ltd)
How often you will be paid	Weekly (in arrears)
Expected or minimum rate of pay to you	National Minimum Wage over 6.5 hours average per day.
Deductions from your pay required by law	<ul style="list-style-type: none"> Income Tax Employees National Insurance Contribution If enrolled - Pension Contributions (if eligible jobholder and not Opted Out)
Any other deductions or costs from your pay (to include amounts or how they are calculated)	None
Fees for goods or services	None
Holiday entitlement and pay	28 days per annum, inclusive of bank holidays, to be paid as leave taken - 14.36% either accrued or paid out weekly, on contracted request. Assumption paid out weekly on below calculations
Additional benefits	None

Example Pay

Example rate of pay	£501.75 (£438.75 + £63.00 Holiday Pay) (weekly, in arrears) (Based on £13.50 per hour x 32.5 hours per week)
Deductions from your wage required by law	Income Tax - £46.29 – after pension contribution Employee NI - £18.77 – After Pension Contribution Employee Pension - £25.09 – on Gross Incl. Hol. Pay
Any other deductions or costs from your wage	None
Any fees for goods or services	None
Example net take home pay	£386.51 (£344.88 +£41.63 Holiday Pay)