

Welcome to the Anna Freud National Centre for Children and Families

The Centre provides a range of benefits for staff to support their wellbeing both at work and at home.

Working Hours

Our full-time working hours are 09.00 to 17.00 with one unpaid hour for lunch, Monday to Friday. You can take off one Wednesday afternoon per month to carry out activities to support your wellbeing.

Hybrid Working

The Centre has moved to a hybrid model of work. From March 2022, staff will be required to work onsite for at least 40% of their working hours.

Flexible Working Policy

The Centre allows all employees to request flexible working once they have completed their probationary period.

Annual Leave Allowance

Our holiday year runs from 01 January to 31 December. Full-time holiday entitlement for the year is 27 days annual leave plus eight Bank Holidays. The Centre closes over Christmas and New Year, usually five days each year.

Sick Pay

The Centre pays enhanced sick pay of full pay (including SSP) for up to six months (130 working days) in any 12 month rolling period, provided the employee has successfully passed their probation period.

Online Training

All staff have access to an e-learning portal. This contains a wide range of courses including leadership, project management, communication skills, understanding budgets and finance, workplace wellbeing and technical tools.

Eye Tests for Users of Display Screen Equipment

The Centre will contribute up to £25.00 for eyesight tests and £50.00 to the cost of corrective glasses.

Family Leave Policy

For staff with at least one year's service at the expected week of birth, the Centre provides enhanced occupational maternity pay of 12 weeks' full salary, followed by 14 weeks at 50% salary. This is also applied to adoption leave. The Centre provides full pay for four weeks' paternity leave.

For staff with 18 months' service, the Centre will provide up to five days' paid leave in any 12-month period, to undergo fertility treatment. This also applies to any employee whose partner is undergoing fertility treatment.

Employee Assistance Programme

The Centre provides a confidential Employee Assistance Programme (EAP) for all staff and volunteers. The EAP provides a 24/7 free phone helpline, support by face to face or video chat counselling, a wellbeing app, and information and advice on a range of issues including child and elder care, bereavement, consumer rights and finance.

Pension scheme

All staff are eligible to join the Centre's pension scheme with Royal London. The Centre will contribute the equivalent of 6% of salary if staff contribute a minimum of 3% of salary.

Cycle to work scheme

All Centre staff are entitled to apply for the bicycle loan as long as their contract of employment is for a period which exceeds the loan period and their net monthly pay is sufficient to cover the deduction of the loan. Staff must also have completed their probation period.

Season ticket loan

All Centre staff are entitled to apply for an annual season ticket loan for use in travel from home to work, as long as their contract of employment is for a period which exceeds the loan period (i.e. a minimum of twelve months) and their net monthly pay is sufficient to cover the deduction of the loan. Staff must also have completed their probation period.

Life assurance

The Centre provides a death in service benefit of three times the staff member's annual salary.