

HR Guide Welcome to FTEJerez





Welcome

WELCOME TO FTEJerez LOCATED IN ANDALUSIA, THE AREA RANKED BY THE TELEGRAPH AS 'THE BEST PLACE IN THE WORLD FOR THE GOOD LIFE'. The aim of this guide is to provide you with useful information to make your move to Spain less cumbersome.

There are many urban legends and topics that are not always true and when relocating to another country issues such as schooling for kids, taxation or even shopping and socialising may seem very challenging - don't worry!

Even though this guide will give you a general picture, FTEJerez's HR staff and dedicated welfare officer will take care of you when you join Jerez to make the move even easier. We are confident that you will soon discover why The Telegraph ranked Andalusia as 'The Best Place in the World for the Good Life.'

Most of the staff that moved to Jerez when the school was relocated from Prestwick has stayed here upon retirement; therefore we hope FTEJerez can become not only a new step in your career but also a one-in-a-life experience and your new home.









Working at FTEJerez

FTEJerez offers an excellent working and training environment and takes advantage of the idyllic weather and high standard of living that Southern Spain has to offer. FTEJerez is focused in training excellence and in order to guarantee our quality service, all employees are subject to a probationary period of three months and an in-depth standardisation process. Mentoring and guidance will be provided throughout this period.

Successful candidates are offered an attractive remuneration package, details of which will be outlined during the interview. Even though we operate in English and our training workforce and student population is predominantly British, FTEJerez is a Spanish company and consequently, your contract will be made in accordance with Spanish Law. As a result, you will be entitled to coverage by the Spanish State medical service from the day you commence your employment with FTEJerez. This includes medical assistance, hospitalisation and an extended coverage that includes family members relocating with you.

At FTEJerez you will enjoy 25 working days per calendar year as your annual holiday allowance, however, Spanish laws recognise an additional 14 bank holidays – in total our employees enjoy over a month leave per year! In addition, to make your move less cumbersome, we offer a generous relocation package to help you move to Spain and, for your peace of mind and thinking of your future, a non-contributory Company Pension Scheme is in place, to which you can add voluntary additional contributions if you wish to do so. This pension scheme is in addition to the Spanish state pension you will also be entitled to, subject to the amount of years worked in Spain.







Location

FTEJerez's home is in the Andalusian city of Jerez de la Frontera, one of the largest municipalities in Spain. The Southern region of Andalusia, recently ranked as 'The Best Place in the World for the Good Life' by The Telegraph, is one of the warmest regions in Europe, enjoying a Mediterranean climate with hot, dry summers and mild winters. Andalusia covers nearly 20% of the Spanish territory (87,268 km² in total) which is an area greater than countries such as Belgium, Holland, Denmark, Switzerland and Austria.

The landscape is as diverse as its culture: you can enjoy the Andalusian 900km shoreline and within 40 minutes of a sandy beach, you can be skiing at the famous resort of Sierra Nevada with its 3,400m peaks. Within this diverse land, live more than seven million people. Most live in the major cities such as the eight provincial capitals of Almeria, Cordoba, Cadiz, Granada, Huelva, Jaen, Malaga and Seville.

More than 18% of the region is protected land with a vast network of parks and reserves. The 22 National Parks range from mountainous regions to coastal areas and the best known are the Doñana National Park, Sierra de las Nieves, Sierra Bermeja or Grazalema, less than an hour drive from Jerez.







Jerez

ENJOY THE ANDALUSIAN 900KM SHORELINE. WITHIN 40 MINUTES OF A SANDY BEACH, YOU CAN BE SKIING AT SIERRA NEVADA Jerez is considered as Spain's Sherry wine and horse capital and is also the home of Flamenco. The city possesses many hidden treasures such as centuries old wine cellars or 'bodegas', the Royal Andalusian School of Equestrian Art, as well as the city's architectural heritage. If you like motorsport, the Jerez Motor Racing Circuit hosts a busy calendar of events throughout the year, including the MotoGP.

From Jerez you have easy access to some of Spain's most picturesque and well-preserved beaches, mountains and natural parks. If you like watersports, especially wind and kite surfing, Tarifa is the place for you. At just over an hours' drive from Jerez, its laid back vibe and almost year round easterly winds contribute to it being a centre for enthusiasts from all four corners of the globe. To the north you have Seville, with its magnificent Cathedral, and to the south the British overseas territory of Gibraltar, both having their own international airports and within easy reach.

For maximum convenience, the airport of Jerez is adjacent to the campus and is connected with London, Madrid, Barcelona and several other European destinations, with regular scheduled flights.

When joining FTEJerez, you will not only be training the future captains of airlines such as Aer Lingus, Iberia and TAP Portugal amongst others, but in your spare time you will also enjoy the regional culture of world renown, almost 300 days of sun per year, the climate, local gastronomy and stunning surroundings that will allow you to relax in style over the weekends.







Schooling

There are several private bilingual schools in the area, but the two most recommendable ones are possibly *Laude El Altillo* in Jerez and *El Centro Inglés* in el Puerto de Santa María (30 km. from Jerez).

Laude El Altillo is a bilingual, private, nondenominational and mixed school. Laude El Altillo School is one of the best and most prestigious Schools in Andalusia, with over 1,100 students ranging in age from 1 to 18. For more information:

Laude El Altillo School C/Santiago de Chile, s/n 11407 Jerez de la Frontera Phone: 956 30 24 00 www.laudealtillo.com



In a similar line to *Laude El Altillo*, *El Centro Inglés* - *English Centre* is also a bilingual, private, nondenominational and mixed school, experienced in bilingual education since 1969. For more information:

El Centro Inglés (English Centre)

Ctra. Fuentebravía s/n Apdo. Correos, 85 11500 El Puerto de Santa Maria Phone: 956 850 560 www.elcentroingles.es



These schools teach the Spanish Syllabus in both English and Spanish. Normally, intensive Spanish training can be given to English speakers at the beginning of the course until they are fluent in Spanish.

Another option for schooling would be to arrange private intensive Spanish classes for the children and then enroll them in a Public Spanish School. It may be difficult to register your child in the school closest to your residence or in one of your choice, but since by law all children must attend school you can rest assured that at least one state school will be available, but perhaps in another neighborhood.



Lifestyle Cost of living comparisons between UK and Spair

Find below a list of price comparisons of products and services between the UK and Spain. According to international consumer studies general prices in United Kingdom are more than 31% higher than in Spain. Some specific issues, such as groceries and rent prices, percentages are 47% and 67% higher in the UK, respectively.

Utilities	Spain	UK
Basic (Electricity, Heating, Water, Garbage) for 85m ² Apartment	116.67 €	176.99€
1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	0.15€	0.18€
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Rent Per Month	Spain	UK
Apartment (1 bedroom) in City Centre	539.39€	838.06€
Apartment (1 bedroom) Outside of Centre	413.89€	692.70€
Apartment (3 bedrooms) in City Centre	854.21€	1,463.72€
Apartment (3 bedrooms) Outside of Centre	648.94€	1,105.37 €
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Buy Apartment Price	Spain	UK
Price per Square Meter Apartment in City Centre	1,186.16€	3,763.47€
Price per Square Meter Apartment Outside of Centre	968.50€	2,750.10€





2 Bedrooms apartment 1,699.78€/month

Restaurants	Spain	UK
Meal, Inexpensive Restaurant	10.00€	12.15€
Meal for 2, Mid-range Restaurant, Three-course	40.00€	53.46€
Domestic Beer (Half litre of local beer, draught) *	2.50 €	4.56€
Imported Beer (0.33 litre of imported beer, bottle) *	1.46€	2.59€
Cappuccino (regular)	1.93€	3.53€
Transportation	Spain	UK
Bus. One-way Ticket (Local Transport)	1,10€	2.90€
Taxi Start (Normal Tariff)	1,35€	3.34 €
Taxi 1km (Normal Tariff)	0,79€	1.70€
Taxi 1hour Waiting (Normal Tariff)	19,10 €	24.30€
Gasoline (1 liter)	1.36€	1.67€
Markets	Spain	UK
Loaf of Fresh White Bread (500g)	0.94 €	1.25€
Milk (1 liter)	0.79€	1.13€
Eggs (12)	1.62€	2.61€
Apples (1kg)	1.57 €	2.19€
Oranges (1kg)	1.22€	2.10€
Tomato (1kg)	1.45€	2.33€
Potato (1kg)	0.90€	1.52€
Chicken Breasts (Boneless, Skinless), (1kg)	6.09€	8.35€
Water (1.5 liter bottle)	0.53€	1.27€
Bottle of Wine (Mid-Range)	4.30€	7.29€
Domestic Beer (0.5 liter bottle)	0.82€	2.06€
Imported Beer (0.33 liter bottle)	1.18€	2.07 €
Pack of Cigarettes (Marlboro)	4.60€	9.23€
Lettuce (1 head)	0.88€	1.15€

Sources: nationmaster.com, jereztaxi.com, autobusesurbanosjerez.es, housetrips.com, marks and spencer.com, numbeo.com, economist.com, idealista.com. Recommended House Rental Links: www.housetrip.com - www.fotocasa.es - www.servihabitat.com - www.idealista.com

FTEJerez

Websites of interest & Places to visit

UK website www.moneysavingexpert.com Great all round information and links for flight / hotels

Jerez & Sevilla website www.turismojerez.com

Local events and info. English option available.

www.andaluciaevents.eu/www/index.php/en/tourist-activities

Jerez Hobby Group macdonaldpj@hotmail.com Small friendly group getting together for crafts, outings, news, information, coffee and sharing ideas.

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Scottish Country Dancing Carol_bone@hotmail.com

Mobile: 665 35 32 60 In Centre of Valdelagrana

Talk Radio Europe www.talkradioeurope.com Radio station in English

Es mio www.esmio.es Online website for goods. Online shopping site

Flights, Railway and Hotel websites

www.cheapflights.co.uk | www.travelsupermarket.com | www.tripadvisor.co.uk www.eneapingnts.co.uk | www.daversupermarket.com | www.drpadvisor.co. www.expedia.es | www.rumbo.es | www.cheapvuelos.es | www.edreams.es www.travelgenio.com | www.logitravel.com

Cheap flights to France via Sevilla

Air France www.airfrance.es

www.hotels.com | hoteles.com | www.trivago.co.uk | www.doyouspain.com

Renfe www.renfe.com Spanish train website. Valdelagrana stop only on Cercanias trains. Alvia trains between Jerez and Cadiz. These do not stop at Valdelagrana. Tickets are not valid on each other's services so ensure you buy ticket from correct machine.

Local and European Trains

Rail Europe www.raileurope.co.uk

www.tgcomes.es/index.asp - www.autobusesurbanosjerez.es/paradas/busqueda

Bus Tip

Bono Bus card 'Tarjeta Multiviaje' cost 1 euro and 14 Euros for every 20 trips. Normally 1.10 Euros per trip. Ticket is not name specific so can be shared. Changing to another bus within two hours the next trip is cheaper and sometimes free. Purchase or top up your card from bus stations, bus terminals, some newsagents and booths. If you are over 60 you qualify for a pensionista bus and train card with more reductions. You do not have to be a resident to buy these cards/passes.

Places to stay in Jerez and Sevilla

Apartments in restored Jerez town house with private patios and pool. Member of the group HL. Tel: 956 32 07 85 Casa Leonor www.casaleonor.eu Apartments in restored Jerez town house with private patios. Lengua Luz Member of the group KS www.lengualuz.com 10 minute walk to centre, Good location not expensive. Calle Puerta de la Carne, 2. Tel: 954 987 270 Hotel Puerta de Sevilla www.hotelpuertadesevilla.com Calle Ximenez de Enciso 28. **Hotel Alcantara** Tel: 954 50 05 95 www.hotelalcantara.net Recommendations in Jerez and beyond Very few food stalls number 13 bus from Alcazar 1.10 Euros each way get off near Jerez outdoor Market Every Monday football stadium. Taxi 4 Euros from Plaza Arenal.v Very few food stalls If not driving SUL SUC El Puerto outdoor market take a taxis from El Puerto Every Tuesday station COMPANY OF THE OWNER The very best Bodegas for quality sherry Bodegas Lustau Tel: 956 34 15 97 or brandy tasting. Calle de Manuel María González, 12. Bodegas Gonzalez Byass Tel 956 35 70 00 Calle San Ildefonso, 3. **Bodegas Pedro Domecq** Tel 956 15 15 00 Sanitas Private Dr. Calle Comandante Paz Varela, no.2, Jerez 11405. Katewalsh1994@gmail.com **Dr Kate Walsh** (English) Thomas or Sabrina . Monday and Thursday 9:30 to 14:00 Tuesday and Thursday 16:00 to 21:00. www.espacioquiropractico.es Chiropractors Tel 956 32 54 55 Tel: 956 98 92 24. Fax: 956 25 01 60. Avenida de Vigo, Cádiz Opposite Customs at Cadiz port. Centre for Holiday

Vaccinations

Restaurants in Jerez

Albalá Restaurant Tel 956 34 64 88

Avd Duque de Abrantes esquina C/ Divina Pastora, 11403 Jerez de la Frontera

English menu & English speaking staff. Show 1 FTEJerez card for 10% discount for group. Kitchen open 12 till late. Calle Consistorio, 12. Canada Data da

Albores Restaurant Tel 956 32 02 66

Owner speaks a little English Good seafood or tapas. Calle Pescaderia Vieja 4.

El Bichero Tel 956 342 986

Great Tapas. Very busy as locals eat here. Calle Remedios, 2. Side street from Plaza Arenal. 70 1 2

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Meson Asador macdonaldpj@hotmail.com

Calle Consistorio, 16.

Calle Latorre, 8.

La Cruz Blanca Tel 956 32 45 35

Restaurant Reino de León Tel 956 32 29 15

Restaurants & Cafés in Sanlúcar de Barrameda

* Please note all restaurants with sea views are more expensive. Try in the town for cheaper and sometimes better meals

Casa Balbino Tel 956 360 513 Plaza del Cabildo 1. Tapas only, self service, and great value for money.

Coffee/cake in the afternoon or a tranquil evening drink. Plaza Condes de Niebla. Tel 956 360 161

Palacio Duquesa de Medina Sidonia

More formal service . Bajo de Guia, 10

Casa Bigote* Tel 956 36 26 96

Restaurante Joselito Huerta* Tel 956 36 26 94

Less formal and cheaper than Casa Bigote. Av de Bajo de Guía, 30.

Mirador de Doñana* Tel 956 36 42 05

Bajo de Guia. Cold plates not recommended. Eat outside or in the ground floor bar

Calle Pozo Amarguillo, 16. Same as sea view restaurants without the view and much cheaper.

Taberna El Loli Tel 956 36 96 73

Restaurants in Cadiz

Alameda de Apodaca, 22. Very nice tapas. **Balandro Restaurant** Tel 956 22 09 92 Calle Corralon de los carros 66. Casa Manteca Fab Authentic Tapas bar in Cadiz Tel 956 21 36 03 A restaurant is for Special occasions as very expensive. Tapas bar is attached to the restaurant Great atmosphere. El Faro de Cadiz Tel 956 211 068 Palatial inside and out. Breakfast, Tapas and Saturday evening meal with live classical music. Plaza Candelaria Cafe Royalty Tel 956 07 80 65 Bakery on the main street. Makes bread and pastries on site. Great for breakfast and light lunch/tea. Bread with raisins and walnuts, Panaria Bakery and pastry's Bread with chocolate etc Restaurants in El Puerto St Maria Famous for Paella. Well worth a visit but must book or arrive very early. Venta La Feria Tel: 956 859 841 GPS 36.642391, -6.259727 Ribera Del Rio 9 **Restaurante Casa Flores** Tel 956543512 Fab wine bar Given a taste of the wine you order before buying. Worth the extra cost. Calle Ribera del Rio 22. Tel: 956 87 36 60. La Cata Ciega Wine Bar Restaurants in Sevilla Always busy. We love it here and in the winter people squeeze inside. Calle Bodega Gongora Tel 954 219 112 General Polavieja 15 & Calle Albareda 5. Best Tapas bar/restaurant in Seville. Not high class dining but great food with large portions at a fair price. Remember to book a table the moment you Taberna Coloniales arrive as there is a table booking service behind the bar. Corner of Fernandez Tel 954 22 93 81 and Gonzalez Streets. Out of the way but great for lunch. Calle Cuesta del Rosario, 15. The Room Art Cuisine Tel 619 200 946

Services in Gibraltar

Terry's Tel 200 73701 English cards, balloons, decorations book/dvd exchange fine art & cake decorating materials picture framing etc. 96 Irish Town. Gibraltar.

Mike Clark The Dental Practice Telephone/Fax 52882. Baudelaire House, 15D – 1 Town Range, Gibraltar

Other local area with specialities

Litchfield's the Butcher Tel 661 971 462 Butcher in Chiclana. Jardines del Marquesado Local 12, Carretera Marquesado, Chiclana de la Frontera Cadiz. litch@hotmail.com

Garden Centre Viveros Plants and Flowers. Torrente, 2. Puerto Santa Maria (Rota road). Tel 956 481 830





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www.linkedin.com/company/ftejerez