DEPUTY GENERAL SECRETARY

CONDITIONS OF EMPLOYMENT

1.	Salary:	£119,954 per annum plus £9,805 allowance.
2.	Hours of Work:	35 hours per week within the range 8.30 am to 5.30 pm by arrangement with the line manager. The nature of the work undertaken requires flexibility in interpretation of working time and, according to the exigencies of the Union; senior staff must be available on a reasonable basis outside normal office hours. Overtime is not payable.
3.	Transport:	A car is provided.
4.	Leave:	The annual leave year is January to December. The leave Entitlement for the first full and subsequent years is 30 days. In respect of any part-year worked it is 2½ days for each completed calendar month (pro rata). Leave is authorised by the General Secretary taking account of the need for staff cover throughout the year. There are 8 fixed public holidays plus 12 additional closure days per year.
5.	Pension:	Current arrangements are that staff are auto-enrolled into a defined benefits scheme which is a career average revalued earnings (CARE) pension scheme
6.	Medical:	For external appointees, an offer of employment is conditional on a satisfactory pre-employment medical questionnaire. This requirement does not affect the rights of appointees under the Equality Act 2010.
7.	Criminal Record:	This post requires a standard DBS check.
8.	Probationary Period:	For external appointees, there is currently a 6 month probationary period.
9.	Service:	For the purpose of employment legislation, the period deemed to constitute continuous service at NASUWT begins on the date when work actually commences.
10.	Notice Period:	The post holder is required to give 6 months' notice of termination of employment. 6 months' notice of termination of employment will be issued by NASUWT. If the post holder is not confirmed in post at the end of the probationary period 1 months' notice is required. The NASUWT is entitled to dismiss the post holder at any time without notice in circumstances of gross misconduct.
11.	Trade Union Recognition:	NASUWT recognises Unite and GMB for purposes of collective bargaining.

Closing Date: 10 December 2026

NASUWT is an equal opportunities employer and operates non-discriminatory employment practices.