



1.	Salary:	£22,114 per annum rising by 3 annual increments to a current maximum of £24,232 per annum (Grade 2).
2.	Hours of Work:	35 hours per week over 7 days. Specific hours and days will be set by your line manager on a rota basis and you will be notified a week in advance. This post will require a degree of flexibility in working hours. Authorised overtime is paid according to NASUWT policy.
3.	Leave:	<p>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 2 ½ days for each completed calendar month (pro rata). Leave is authorised by the Conference Centre Manager taking account of the need for staff cover throughout the year.</p> <p>There are 8 fixed public holidays plus 10 additional closure days per year (pro rata) which are accrued as they occur throughout the year.</p>
4.	Pension:	The current arrangements are that staff are auto-enrolled into a career average revalued earnings pension scheme which is a defined benefits scheme.
5.	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.
6.	Probationary Period:	For external appointees, there is currently a 3 month probationary period.
7.	Service:	For the purpose of employment legislation the period deemed to constitute continuous service at NASUWT begins on the date when work actually commences.
8.	Notice Period:	The post holder is required to give 1 months' notice of termination of employment. 1 months' notice of termination of employment will be issued by NASUWT except in circumstances of gross misconduct or non-confirmation in post at the end of the probationary period. In the latter case, 1 months' notice will be given.
9.	Trade Union Recognition:	NASUWT recognises Unite and GMB for purposes of collective bargaining.

Closing date for application forms: 9.00am 10 October 2023