

CONDITIONS OF EMPLOYMENT

1. Salary: £26,115 per annum rising by 3 annual increments to a current maximum of £29,182 per annum (Grade 3) (pay award pending).
2. Hours of Work: 35 hours per week, within the range 8.00 am to 6.30 pm according to a weekly rota set on a monthly basis. The actual hours per week may vary according to the needs of the service and the availability of staff. This post will require a degree of flexibility in working hours. Authorised overtime is paid at time and a half on weekdays and double time on weekends and Bank Holidays.
3. 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 2 ½ days for each completed calendar month (pro rata). Leave is authorised by the National Official (Finance) taking account of the need for staff cover throughout the year.

There are 8 fixed public holidays plus 10 additional closure days per year (pro rata) which are accrued as they occur throughout the year.
4. Pension: The current arrangements are that staff are auto-enrolled into a defined benefits scheme which is a career average revalued earnings (CARE) pension scheme. All pension arrangements are subject to review following the triennial actuarial valuation and the type of pension, continuation levels and benefits may change in the future..
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 19 January 2024

Interviews: 1 February 2024

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