

CONDITIONS OF EMPLOYMENT

1. Salary: £27,059 per annum (FTE: £39,462) (grade 5) rising on 4 annual incremental scale points to a current maximum of £30,802 (FTE: £44,921) per annum.
2. Duration: Upto 12 months temporary cover dependant on the return of post holder
3. Hours of Work: 24 hours per week, within the range 8.00 am to 6.30 pm Tuesday to Friday 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.
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 Member Support Team Leader taking account of the need for staff cover throughout the year.

There are 8 fixed public holidays per year plus 10 additional closure days accrued as they occur.
5. 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.
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 Equalities Act 2010.
7. Probationary Period: For external appointees, the post is subject to a 3 month probationary period.
8. Service: For the purpose of employment legislation the period deemed to constitute continuous service at NASUWT begins on the date when work actually commences.
9. Notice Period: The post holder is required to give 1 month's notice of termination of employment. Except in the case of gross misconduct NASUWT will issue the contractual notice of 1 month or statutory notice if greater.
10. Trade Union NASUWT recognises Unite and GMB for purposes of collective bargaining.

Closing Date: 27 March 2024