

### **CONDITIONS OF EMPLOYMENT**

1. Salary: £9,959 per annum (hourly rate £13.68) rising by 3 annual increments to a current maximum of £10,869 per annum (hourly rate 14.93) (Grade 2).
2. Hours of Work: 14 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. Membership/Roles with other Trade Unions/Organisations You must relinquish any membership(s), or roles, or formal positions you hold with any other teaching union, or any competitor organisations of the NASUWT
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 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.  
  
There are 8 fixed public holidays plus 11 additional closure days per year (pro rata) which are accrued as they occur throughout the year.
5. Pension: The current arrangements are that staff are auto-enrolled into a career average revalued earnings pension scheme which is a defined benefits 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. Probationary Period: For external appointees, there is currently 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 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.
10. Trade Union Recognition: NASUWT recognises Unite and GMB for purposes of collective bargaining.

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

**Closing date for application forms: 9.00am 8 May 2024**