

TERMS AND CONDITIONS OF EMPLOYMENT

This information has been prepared to give you an overview of the terms and conditions of employment that are relevant to this particular post. Every care has been taken to ensure that the details are correct, but they are not to be regarded as part of any contract of employment

CONTRACT PERIOD

- Initial fixed term of is one year, however, this term is dependant on the post holder achieving agreed targets

HOURS OF WORK

- Hours will be full-time [35 hours per week]. Due to the nature of the work there will be occasions when it will be necessary for you to work in excess of these hours. You will not be eligible for payment of overtime for any additional hours worked, however, normal arrangements for time off in lieu will apply

HOME-BASED WORKING ALLOWANCE

- A Home-based Working Allowance, which is currently £500 pa in recognition of the requirement for you to work from home without The Wayne Howard Trust office facilities

RATE OF PAY

- £18,000 - £22,000 p.a. paid monthly by cheque

PROBATION PERIOD

- This post is subject to a 3 month probation period. The Trust reserves the right to extend this period for a further 3 months should this be considered necessary

ANNUAL LEAVE

- Holiday entitlement will be pro-rata 20 days per annum. This is in addition to the statutory 8 bank and public holidays

SICK LEAVE

- The post holder will not be eligible for sick pay, other than the standard SSP, however, this situation could change in the future

PENSIONS AND OTHER BENEFITS

- Currently, the Trust does not have any benefit policy in place

EQUAL OPPORTUNITIES

- The person selected for this post will be required to sign a statement that they are prepared to abide by the Equal Opportunities Policy of the Trust.

Disclaimer

This information has been prepared to give an overview of the terms and conditions of employment that are relevant to this particular post. Every care has been taken to ensure that the details are correct, but they are not to be regarded as part of any contract of employment.