



## SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

<b>Post:</b>	Resources & Admin Support Officer (permanent)
<b>Place of work:</b>	The post will be based at EACH Ealing, Vine House, 1 & 2 Factory Yard, Hanwell W7 3UG, but will work primarily off-site
<b>Hours of work:</b>	28 hours per week exclusive of 30 minutes meal breaks. The post holder may be required to work flexible hours to meet the requirements of the service.
<b>Salary Range:</b>	Salary point 18, £19,890pa (full time equivalent inclusive of outer London weighting) Pro-rata for 28 hours/week is <b>£14,851.20 (inclusive of OLW) per annum.</b>
<b>Probation:</b>	This post is subject to 6 months probationary period during which two weeks' notice by either party will apply
<b>Annual leave:</b>	25 days per annum, (pro rata for part time staff) with leave year being 12 months commencing from our start date, plus additional statutory holiday requirements. EACH normally closes down for 2 - 5 days during the Christmas period, such days will be deducted from the annual leave entitlements
<b>Pension:</b>	On completion of 3 months of service you will be automatically enrolled to EACH's pension scheme, subject to meeting minimum salary and age requirements. You will be required to contribute a minimum of 3%, and contributions will be matched by EACH up to a maximum of 6%. You may choose to opt-out of the scheme.
<b>Contract status:</b>	This post is permanent, but is subject to performance continuous funding.
<b>Staff development:</b>	EACH actively supports and promotes professional development in line with service requirements
<b>Smoking:</b>	EACH's premises are designated as no-smoking areas

A formal offer of appointment will be subject to the following:

- 1 Two satisfactory references
- 2 Evidence of right to work in the UK
- 3 An up to date DBS check provided by the applicant

Issued October 2018