



Summary of Main Terms and Conditions of Employment

Supporting people with disabilities to help themselves

1. Job Title: Administrative Assistant

The main duties of the job are set out in the job description, which is attached. In addition to the normal duties associated with your post, you may be required to carry out additional or alternative tasks as requested from time to time.

2. Place of Work

Your normal place of work will be:

Isca House, Haven Road, Exeter, Devon, EX2 8DS

You may be required to work at other locations within Devon to fulfil the duties of your job. You will be reimbursed for any expenses properly incurred in connection with such duties in accordance with the Company's Expenses Policy, as amended from time to time.

3. Probationary Period

You will be required to serve a probationary period of up to six months. The main purpose of this probationary period is to give you an opportunity to establish your suitability for the job. The appointment is subject to satisfactory completion of the probationary period.

4. Pay

The starting salary for this post is £15,039 pro rata, based on NJC Scale 2, SCP 12.

Salaries are reviewed annually with effect from 1 April each year.

5. Pension Scheme

You will be invited to join the Company's contributory stakeholder pension scheme. Details of the scheme are available from the Office Manager.

Registered Charity No. 1102489
Company Limited by Guarantee No. 4925281



6. Hours of Work

Normal business hours are 9.00 am to 5.00 pm.

The hours of work for this post are 22.5 per week.

Daily hours of work can be flexible but are subject to the needs of the organisation, and the agreement of your line manager.

You may have to vary your hours occasionally as circumstances demand.

You may be required to work additional hours without extra payment for which time off in lieu (TOIL) will be granted, subject to the agreement of your line manager.

7. Part Time Staff

Part time staff are entitled to the same benefits as full time staff, pro rata. Staff working less than 37 hours per week are considered to be part time.

8. Holidays

The holiday year runs from 1 January to 31 December

In addition to the normal public and bank holidays all staff are entitled to 5 weeks paid holiday in every year.

Additional days during the Christmas period may be granted each year at the discretion of the Board of Trustees.

Holiday entitlement, including public and bank holidays, will be calculated pro rata depending on the number of hours you are contracted to work.

9. Maternity Leave

Maternity leave and maternity pay entitlements will be in accordance with statutory provisions.

10. Paternity Leave

Paternity Leave entitlement will be in accordance with statutory provision.

11. Parental Leave

Parental leave entitlement will be in accordance with statutory provision.

12. Sick Pay

If you are absent from work due to sickness or injury and comply with the Sick Pay policy and notification requirements, you will receive Company Sick Pay, this includes any Statutory Sick Pay entitlement.

13. Trade Union

The Company does not at present recognise any union as having negotiating rights. However, every employee is entitled to join the trade union of their choice, and to take time off for union activities, in line with statute.

14. Equal Opportunities – Statement of Commitment

The Company is an equal opportunities employer. In all matters relating to the recruitment of staff, the terms and conditions of employment offered and the provision for promotion and training, no employee or potential employee will receive less favourable treatment or consideration on the grounds of their gender, race, disability, sexual orientation, age or religion nor will they be disadvantaged by any condition or requirement of employment that cannot be justified as necessary on operational grounds.