

SUMMARY OF MAIN TERMS AND CONDITIONS PREMISES ASSISTANT

Start Date	As soon as possible.										
Closing date	Closing date for receipt of applications is 10.00am on Monday 23 January 2017 . We will not be able to accept applications after this date, except in exceptional circumstances.										
Interview date	It is anticipated that interviews will be held during the week commencing 30 th January 2017 and candidates will be contacted by telephone/email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.										
Salary	<p>Sixth Form Colleges' Support Staff Scale, point 13 - 16. Support staff salary spine from 1 September 2015 (Pay award pending):</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Spine Point</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>£14,632</td> </tr> <tr> <td>14</td> <td>£15,091</td> </tr> <tr> <td>15</td> <td>£15,625</td> </tr> <tr> <td>16</td> <td>£16,016</td> </tr> </tbody> </table>	Spine Point	Amount	13	£14,632	14	£15,091	15	£15,625	16	£16,016
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Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.										
Pension Scheme	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out). Further details are available at www.gmpf.org.uk										
Holidays	Annual leave entitlement is 22 working days, pro-rata, plus statutory public. For members of staff who, immediately prior to the commencement of the leave year, have had not less than five years' continuous service, the minimum leave entitlement is 25 days, pro-rata. For term time only staff this is paid leave outside term time.										
Hours of Work	This is a permanent post, working Monday to Friday 37 hours per week, full year. A shift system is in operation working an alternative pattern of either 7.00am to 3.30pm, 9.30am to 6pm or 10.45am to 7.15pm.										
DBS Clearance and safeguarding checks	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.										
Rehabilitation of Offenders Act 1974	<p>The nature of this post means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act. If you are appointed to the post, failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>										