



Terms and conditions - Receptionist and Administrator

Term time only

Conditions of service

Full details of conditions of employment will be set out in a Statement of Particulars and the staff handbook which incorporates the Terms and Conditions of Employment and will be issued on appointment.

Offers of employment

Norland is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults. We expect all students and staff to share this commitment.

The suitability of all prospective staff will be assessed during the recruitment process in line with this commitment. All offers made will be on the condition of relevant safer recruitment checks being conducted and in line with the college policies and procedures.

This offer of employment is subject to proven eligibility to work in the UK, satisfactory clearance from the Disclosure and Barring Service (DBS), verified references and qualifications.

Remuneration

Grade – E

Salary range – £24,843 - £26,615 (pro rata salary £17,887 - £19,163)

Salaries are paid on the last Friday of each month comprising the salary for the whole month.

Working hours

Grades A-G:

- Full time staff on grades A-G are required to work a 35-hour week, which will normally be worked over five days. Work patterns will be determined by appropriate management.
- It is expected that you will be able to fulfil all your duties within your normal working hours.
- This is a term time only post where the postholder will be required to work for 35 hours per week, 33 weeks per year (32 weeks term time, plus 1 week admin to be scheduled at the start of the academic year.)

In addition, occasional weekend working on Saturdays may be required to cover open days and special events.

The successful candidate will also be expected to work flexibly according to the needs of Norland.

Annual leave

The holiday year runs between 1 September and 31 August. As the hours for this post fall within term time, it is impractical to provide your holiday entitlement in the normal way. In accordance with the published advice of ACAS, holiday entitlement is therefore calculated and paid in respect of each month worked.

The normal full time annual leave provision is 7.6 weeks which equates to 38 working days (including 8 Public Bank Holidays).

Norland's stakeholder pension scheme

All eligible non-teaching staff will be auto enrolled into Norland's stakeholder pension scheme.

Life assurance

All employees are included in Norland's group life assurance scheme after completing six months' service.

Income protection scheme

All employees whose contractual hours are at least 16 hours a week and have completed six months' continuous service will be included in the company group income protection scheme

Flexibility

As a condition of employment, the post holder may be required to undertake such other duties as may reasonably be required, in addition to the major tasks outlined in the job description.

Training and CPD

It is hoped that the post holder will take up opportunities to further their professional development such as further study or CPD courses. Norland will support these endeavours both financially and through study days.

Smoking and vaping policy

Norland operates a strict no smoking or vaping policy.

Equal opportunities

Norland is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, racial origin, disability, sexual orientation or political or religious beliefs.