

# STATEMENT OF MAIN TERMS OF EMPLOYMENT

## Administrative Assistant

### PLACE OF WORK:

You will normally be required to work from Bank Top House, Garbutt Square, Neasham Road, Darlington.

You will not be required to work outside the United Kingdom.

### HOURS OF WORK

Your normal hours of work are 35 hours per week Monday to Friday 8.30am to 4.30pm with a 60 minute unpaid break each day.

You may be asked to work additional hours when authorised and as necessitated by the needs of the business.

### PROBATIONARY PERIOD

Employment is subject to a probationary period of six months.

### REMUNERATION

The post carries a current salary of £19,246 rising to £20,185. Salary is payable four weekly by credit transfer.

### ANNUAL HOLIDAYS

Your holiday year begins on 1st April and ends on 31st March each year. You will receive a paid holiday entitlement of 28 working days during a complete holiday year. You will receive an additional three days holiday entitlement on completion of 5 and 10 years service.

### PUBLIC/BANK HOLIDAYS

In addition to the annual holiday entitlement you are allowed the following public/bank holidays each year with pay:

New Years' Day	The last Monday in May
Good Friday	The Last Monday in August
Easter Monday	Christmas Day
The first Monday in May	Boxing Day

### SICKNESS PAY AND CONDITIONS

The Association has a contractual sick/injury scheme which provides payment during periods of certificated sickness over a rolling 12 month period.

The payments are as follows:

Period of Employment	Full Pay (inclusive of SSP or NI Benefit)	Half Pay (inclusive of SSP or NI Benefit)
Less than 6 months	3 weeks	3 weeks
6 months - 1 year	6 weeks	6 weeks
1 - 5 years	16 weeks	16 week
5 year and over	26 weeks	26 weeks

### DISCIPLINARY RULES AND PROCEDURES

The Association has comprehensive disciplinary and grievance rules and procedures.

### NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

Two weeks during the probationary period.

One week for up to two years service, two weeks for two years service increasing by one additional week for each additional year, up to a maximum of twelve weeks notice for twelve or more year's service.

### NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Two weeks during the probationary period.

On successful completion of your probationary period four weeks written notice is required.

### PENSION AND PENSION SCHEME

There is an occupational pension scheme offered with your employment.