



Better Lives, Better World

Main terms and conditions of employment

1. **Job Title:** Administrator.
2. **Place of work:** You will usually work at 4 Glendale Terrace, Byker, Newcastle upon Tyne, NE6 1PB. You may be expected to work from home where tasks can be done effectively from home (in which case you will be provided with the necessary equipment). You may be required to work in other locations in Northeast England from time to time.
3. **Salary:** £18,065 pa pro rata, paid into your bank account by BACS on 26th of each month.
4. **Hours of work:** 14 hours per week. Your working hours will be agreed with your line manager, usually between Monday to Friday with occasional weekends and evenings. This excludes an unpaid lunch break. You may be required to work additional hours when authorised and as necessitated by the needs of the business.
5. **Flexible Working and lieu time:** Skills for People has a flexible working policy. If you work more than your contracted hours, you may take the equivalent time off in lieu, in accordance with our procedures.
6. **Holidays:** 25 days pro rata. Complementary days are awarded between Christmas and New Year period (Board's discretion).
7. **Pension:** Our auto-enrolment pension scheme is provided by Aviva Workplace Pension Scheme (subject to eligibility). Where eligible, the employer contribution is 3% and employee is 5%.
8. **Probationary period:** 3 months.
9. **Dress Code:** Smart casual.
10. **Schemes to help you work:**
 - We can help you to apply to Access to Work if you need support to carry out your role.
 - We offer a Cycle to Work scheme to support our staff to reduce their environmental impact and to stay healthy.