



**Better Lives, Better World**

### **Main terms and conditions of employment**

1. **Job Title: Administrator/Receptionist**
2. **Place of work:** Our office base at Glendale Terrace, Byker, Newcastle upon Tyne, NE6 1PB.
3. **Salary:** £22,575 paid as a monthly salary into your bank account by BACS on 26<sup>th</sup> of each month (pro rata for part time).
4. **Hours of work:** 35 hours/week and 21 hours/week. Your working hours will be agreed with your line manager. They will usually be 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. **Permanent posts.**
6. **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.
7. **Annual Leave:** 25 days per year. The period between Christmas and New Year is offered as complementary leave (pro rata for part time).
8. **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%.
9. **Disclosure and Barring Service:** this post requires an Enhanced DBS check.
10. **Probationary period:** 3 months.
11. **Dress Code:** Smart casual.
12. **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.
  - We welcome membership of a recognised trade union.