

TERMS & CONDITIONS OF EMPLOYMENT

ADMINISTRATOR & TRAINING COORDINATOR

Contract	PERMANENT
Employment	Subject to a six-month probationary period with a three and five-month review.
Offer of Employment:	Subject to two written references satisfactory to Age UK Leicester Shire & Rutland at the interview stage, candidates may be requested to agree to telephone references being obtained.
Disclosure of Record:	<p>The successful applicant is required to apply to the Disclosure Barring Service (DBS) and any offer of employment will be subject to receipt of a satisfactory Enhanced Disclosure certificate.</p> <p>The organisation reserves the right to recover the full cost of an Enhanced/Basic check (currently £53 plus VAT) should an employee leave their employment before the end of the six month probationary period.</p>
Base	<p>The postholder will be based at Age UK Leicester Shire & Rutland Lansdowne House, 113 Princess Road East, LE1 7LA (Cost Centre No 100)</p> <p>Age UK Leicester Shire & Rutland reserves the right to change your place of employment to any other designated site within Leicestershire.</p>
Holidays	<p>Leave year from 1 April - 31 March</p> <p>25 days leave per annum, plus public and statutory bank holidays plus two concessionary days of Christmas Eve (or a day in lieu of Christmas Eve in the week before or after where Christmas Eve falls at a weekend) and the Tuesday following Easter Monday. Pro rata for part-time roles.</p>
Working Hours	Tuesday, Wednesday & Thursday 8.30am – 4.30pm
Salary	£15,568.59 per annum £13.27 per hour
Car Park	The postholder is eligible for a car park space at Age UK Leicester Shire & Rutland, Lansdowne House, 113 Princess Road East, Leicester, LE1 7LA
Category 2 (Private Car User Mileage)	40p per mile and is subject to change.

Pension Scheme: The Group Personal Pension Scheme – Automatic enrolment applies and eligible jobholders (as defined by the government) will automatically be enrolled into the pension scheme within three months of commencement of employment. In the meantime, if you wish to join the scheme you should contact the Payroll Department at Lansdowne House. Further information will be sent to you on or before your first pay day.

Sick Pay Scheme: Entitlement is subject to receipt of confirmation of employment.

SERVICE BETWEEN	BENEFITS (per calendar month)
6 calendar months and 1 year	1 month full pay 1 month half pay
1 and 3 years	2 months full pay 2 months half pay
After 3 years	3 months full pay 3 months half pay

Please note that sick pay will not be paid for the first three days of absence

Increments: Cost of living awards negotiated annually, if awarded, are normally effective from 1st April each year