

TERMS & CONDITIONS OF EMPLOYMENT
RETAIL ADMINISTRATOR
PERMANENT

Contract

Employment

Subject to a three-calendar month probationary period. During this period there will be one- and three-month probationary reviews.

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.

Base

The postholder will be based at Age UK Leicester Shire & Rutland Lansdowne House, 113 Princess, Leicester, LE1 7LA (**Cost Centre No 500**)
Age UK Leicester Shire & Rutland reserves the right to change your place of employment to any other designated site within Leicestershire.

Holidays

Leave year from 1 April - 31 March

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.

Working Hours

15 HOURS PER WEEK

Salary

£9941.06 PER ANNUM £12.71 PER HOUR

Car Park

The postholder **is** eligible for a car park space at Age UK Leicester Shire & Rutland, 113 Princess Road East, Leicester, LE1 7LA

Category 2

(Private Car User Mileage) 40p per mile and is subject to change.
Vehicle Business Insurance, MOT, and a Driving licence are required.

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:

Company sick pay will not be paid for the first three days of absence

SERVICE BETWEEN

6 calendar months and 1 year

1 and 3 years

After 3 years

BENEFITS (per calendar month)

1 month full pay 1 month half pay

2 months full pay 2 months half pay

3 months full pay 3 months half pay

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