

Terms and Conditions of Employment

CASUAL RECEPTIONIST ADMINISTRATOR & RETAIL ASSISTANT

Contract:	Zero Hours
Offer of Employment:	Subject to two written references satisfactory to Age UK.
Employment	Subject to a three-calendar month probationary period. During this period there will be one- and three-month probationary reviews.
Disclosure of Record:	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 Basic Disclosure certificate. The cost of a DBS check (currently £25) this will be deducted from your final salary if you leave employment within the first six months.
Base:	The postholder will be based at Age UK Leicester Shire & Rutland. Clarence House, 46 Humberstone Gate, Leicester, LE1 3PJ (Cost Centre No 990) Age UK Leicester Shire & Rutland reserves the right to change your place of employment to any other designated site within Leicestershire.
Rates of Pay:	£12.71 per hour Paid calendar monthly directly into bank/building society account on the 24 th of each month.
Annual Leave:	1st April to 31 st March – paid at a rate of 12.07% of your hourly rate for every hour worked.
Sick Pay:	The post of casual receptionist & retail assistant is not entitled to a Company Sick Pay Scheme.
Category 2 (Private Car User Mileage) Car Park	40p per mile and is subject to change. The postholder is not eligible for a car park space at Age UK Leicester, Clarence house, 46 Humberstone Gate, Leicester, LE1 3PJ
Pension:	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.

Increments:

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