



TERMS AND CONDITIONS OF SERVICE FOR ABC AWARDS ASSESSMENT OFFICER

1. Salary

- (i) The salary is £ 27,000. Appointment will be made according to age, experience and qualifications
- (ii) The working week is one of 37 hours (excluding meal break). There are no overtime payments but time off in lieu for evening, weekend and holiday working is permitted subject to prior agreement with the line manager.
- (iii) Working arrangements cover Monday to Friday (inclusive) within a local flexible hours agreement.
- (iv) Payment is monthly, on or around 20th of month.

2. Sickness Allowance

Entitlement to sickness allowance is:

During 1st year of service one month's full pay and one month's half pay.

During 2nd year of service two months' full pay and two months' half pay.

During 3rd year of service three months' full pay and three months' half pay.

During 4th year of service four months' full pay and four months' half pay.

During 5th year of service five months' full pay and five months' half pay.

After five years' service six months' full pay and six months' half pay.

This allowance may be increased in accordance with the discretion of the Directors.

For Statutory Sick Pay purposes, the Qualifying Days are Monday to Friday.

3. Leave

The annual leave entitlement is 25 working days plus 15 statutory and extra statutory holidays.

Staff are allowed to carry forward up to ten days' annual leave from one year to the next. The holiday year starts on 1 April of each year.

4. Notice

This is a permanent appointment subject to 1 month's notice period by either party.

5. Pension

New staff will be invited to join the pension scheme to which both employee and employer contribute.

6. **Probation**

The appointment of every new member of staff to the service of CENTRA shall be subject to a term of probation of three months. At the end of the probationary period and subject to a satisfactory report by the line manager, the officer shall be confirmed in the appointment.

7. **Travel**

You may be required to travel in connection with your duties. For journeys by car within the North West a mileage allowance of 40p (subject to annual review) is payable. Reasonable subsistence expenses in connection with business travel will be reimbursed subject to the provision of receipts.

8. **Smoking**

The company operates a no smoking policy.