SYNOPSIS OF TERMS AND CONDITIONS
Library Assistant (0.206 FTE)

This synopsis details the main contractual conditions relating to this post. If you require further information, please do not hesitate to contact the Human Resources Department

Type of Contract

The contract will be a part-time, annualised hours, academic support contract.

Place of Work

The normal place of employment will be at either the Conservatoire’s premises at 100 Renfrew Street, Glasgow, or Speirs Locks Studios at Garscube Road, or such other premises as may be required from time to time.

As part of the duties, the post holder may be required to travel within the United Kingdom. Such travel may include attendance at conferences or seminars for the purposes of maintaining and updating your professional skills.

Remuneration

The current salary scale for this post is £16,749 - £18,759 pro rata per annum (points 8 - 12 on the Conservatoire Salary Scale).

As this post is annualised hours the 0.206 FTE salary will be £3,450 per annum.

It is normal Conservatoire practice to appoint new staff members to the first point of the salary scale.

Hours of Work

There is a requirement to work such reasonable hours as are required for the fulfillment of the duties of the post. However, the normal working hours will be based on 10 hours per week during term time only.

Superannuation

You will be entitled to join the Local Government Pension Scheme and your contribution will be dependent on your salary. Should you meet the conditions outlined by the Government, the Conservatoire may be required to automatically enrol you into the appropriate pension scheme. Further information can be requested from the Human Resources Department.
Career Review and Induction Review Period

All new staff members will be required to complete an induction programme, which is reviewed after 6 months.

There is a requirement to participate in the Conservatoire’s Annual Career Review Scheme. The details of the scheme are available from the Human Resources Department.

Annual Leave

The holiday year is 1st August to 31st July as follows:

The entitlement for this post will be a pro rata of the full time rate of 25 days.

In addition, there are 13 public holidays, pro rata where appropriate.

Deductions are made from the annual leave and public holiday entitlement for the Christmas period during which the building is closed.

Sickness Absences

You will normally be entitled to the Occupational Sick pay in accordance with the Conservatoire’s sick pay policy.

References

The offer of employment is subject to receipt of three satisfactory references, which will be sought once a conditional offer of employment has been made.

Dignity at Work and Study Policy

In line with the Conservatoire’s Dignity at Work and Study policy, the Conservatoire believes that a professional relationship must exist between all staff and students. As a result, the Conservatoire adopts a zero tolerance approach to staff/student personal and sexual relationships. If an applicant is currently in a relationship with a student at the Conservatoire, we will be unable to progress with the application process.

Relationships between staff members may be permissible, depending on proximity of working arrangements, however we would ask applicants to disclose this prior to any offer of employment in order to avoid situations which may compromise professionalism or integrity. The final decision will be at the discretion of the Conservatoire.