

SYNOPSIS OF TERMS AND CONDITIONS

Client Services Assistant (21 hours per week)

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, permanent, academic support contract.

Place of Work

The normal place of employment will be at the Conservatoire's premises at 100 Renfrew Street, Spiers Lock Studios, 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 for this position is £10,159 - £11,379 per annum, being the 0.6FTE equivalent of the full time salary £16,932 - £18,966 per annum, Grade 3 of the Conservatoire Salary Scale. It is standard practice to appoint new staff members on the first point of the salary scale.

Hours of Work

The post is based on 21 hours per week and there is a requirement to work such reasonable hours as are required for the fulfillment of the duties of the post. The hours can vary week to week due to demands of the business however, the normal working hours will 21 hours per week. There may be a requirement for the post holder to work in excess of 21 hours on certain weeks, however, sufficient notice will be given on these occasions.

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

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.

The entitlement for this post will be 15 days per annum.

In addition, there are 13 days public holidays.

There is a requirement for all staff to compulsorily take 2 days annual leave (or the appropriate pro rata equivalent) during the period 24th December to 2nd January (inclusive) each year when the Conservatoire is closed. The Conservatoire will also make appropriate deductions for public holidays during the periods of closure such as the above period and Easter Monday.

Sickness Absences

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

Police Act Disclosures and References

Any offer of employment is subject to a satisfactory basic Police Act Disclosure, which the successful candidate will be required to undertake prior to commencing employment. The successful candidate is responsible for ensuring this is done, and for costs incurred by the process.

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