

TERMS AND CONDITIONS

HR Administrator

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 1FTE full-time temporary, professional services contract.

Place of Work

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

The role will be home based to begin with.

As part of the duties, you 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 £20,709 per annum pro rata, Grade 4 of the Conservatoire Salary Scale. It is normal Conservatoire practice to appoint new staff members to the first point of the salary scale.

Hours of Work

The normal working hours will be based on 35 hours per week, Monday – Friday.

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.

Induction and Onboarding

All new staff members are required to complete an induction programme.

Annual Leave

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

The entitlement for this post will be 25 working days per annum pro rata.

In addition, there are 13 public holidays per annum pro rata.

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 occupational sick pay in accordance with the Conservatoire's Absence Management 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.