

**UTTLESFORD DISTRICT COUNCIL
CORPORATE SERVICES
LEARNING AND OUTREACH OFFICER
BASIC TERMS and CONDITIONS OF EMPLOYMENT**

PRE-EMPLOYMENT MEDICAL	Appointment is subject to a Pre-Employment Medical Clearance.
SALARY (Per annum - Pro-rata)	<p>Spinal Column Point 22 – £23,938 23 – £24,174 24 – £24,964 25 - £25,951</p> <p>Please note: Incremental progression within your pay band is effective from 1 April 2018. If you are successful you will be recruited at spinal column point 22 £23,398.</p> <p>Salary is paid on the 23rd of the month by credit transfer directly into the bank or building society of your choice.</p>
PENSION	<p>You will automatically be enrolled into the pension scheme.</p> <p style="padding-left: 40px;">a) Participate in the Local Government Pension Scheme or b) Make your own private arrangements</p> <p>or</p> <p style="padding-left: 40px;">c) Contribute to the State Earnings Related Pension Scheme</p> <p style="padding-left: 40px;">If you choose the Local Government Scheme, your contribution will depend upon your salary scale and will be deducted at source.</p>
ANNUAL LEAVE PRO-RATA	<p>Basic annual leave is 155.5 hours (proportionate for the current leave year) rising to 185 hours after 5 year's continuous local government service, plus 15 extra statutory hours leave; the timing of which is reviewed annually.</p> <p>All leave and statutory hours are proportionate to the current leave year</p>
HOURS	37 hour week. (Will be required to work one weekend in four)
PROBATION	There is a six month period of probation for all new employees.
REQUIREMENT	An Enhanced DBS Disclosure is required

Please note: the details set out above are for information only and do not constitute an offer of employment.