

THE WOODLANDS ACADEMY

TERMS & CONDITIONS OF EMPLOYMENT

BUSINESS SUPPORT ASSISTANT



REQUIRED AS SOON AS POSSIBLE

BUSINESS SUPPORT ASSISTANT (Established Post)

36.25 hours per week (Variable Hours)

Working between the hours of 8.30am – 4.15pm

Monday to Friday during term time

Salary: Band 4 SCP9 – 13 (£14,324 - £14,868)

Terms and Conditions of Employment

Term Time Only Working Plus
one week:

Paid for 40 weeks and required to attend training days.
One week is worked during the school closure period.

Variable Hours

The appointment is on the basis of variable hours. This means that your pattern and number of hours will be subject to change by the Academy. The variation will be between 30 and 37 hours per week. The variation in hours will be no more frequently than termly and there will be a minimum of 1 term's notice of change. In exceptional circumstances where it is necessary to change the hours outside of the normal review period, there will be an appropriate period of contractual notice of the change.

Payment of Salary:

Salary is paid monthly on the last day of the month.
Salary is paid directly by bank transfer into a bank/building society account.

Annual Leave:

The minimum leave entitlement for full time staff is 23 days per year in the first and second years of service. This entitlement increases by 1 day per year in years 3, 4 and 5 to a maximum of 27 days after 10 days continuous service and to 33 days after 15 years continuous services.

The annual leave year is from 1 April to 31 March. If employment starts part way through the leave year there is an entitlement to annual leave proportionate to the number of completed months' service that are worked.

There is an entitlement to 8 public holidays.

For staff working school term time only, the leave entitlement above is incorporated as part of the payment in the pro-rata salary calculation. It is a condition of

employment that there is a requirement to work for the full period of each term and the taking of annual leave during this time is not permitted.

Pension Scheme:

Membership of the Local Government Pension Scheme is automatic. Should membership of the Local Government Pension Scheme not be required then there is an option to opt out.

Offer of Employment:

Confirmation of appointment is subject to satisfactory:
Medical Clearance
DBS Clearance
2 Satisfactory References
Verification of qualifications
Proof of Identity

Probationary Period:

Confirmation of appointment will be subject to the satisfactory completion of a 6 month probationary period for new starters.