

## TERMS AND CONDITIONS OF APPOINTMENT

### School for Social Entrepreneurs (SSE) Administrator

Term of Contract:	Permanent contract (subject to satisfactory references)
Probationary Period:	Three months
Termination Notice:	One calendar month
Office Base:	Action Hampshire, Westgate Chambers, Staple Gardens, Winchester, Hampshire, SO23 8SR
Managed by:	Enterprise Co-ordinator
Staff managed:	N/A
Salary:	£18,076 - £20,345 per annum (full time equivalent) £14,656 - £16,496 per annum (for actual hours) This is points B1-B5 on Action Hampshire's incremental salary scale. Increments will be paid in subsequent years, subject to contract. Starting salary is at point B1.
Hours:	30 hours per week. Flexibility around working patterns, but should include Fridays
Travel:	The post-holder may be required to use their own car during the course of their work and/or public transport as appropriate. Reimbursement in accordance with the IR Fixed Profit Scheme average rate (currently 45p per mile) or public transport costs as appropriate.
Leave Entitlement:	25 days per annum + statutory bank holidays (pro rata)
Pension:	Access to the Hampshire Local Government Pension Scheme
Sickness Pay Scheme:	A generous scheme is available
Health & Safety:	All staff have a statutory duty to observe appropriate rules
Variation to Contract:	Any proposed variations will be notified and consultation entered into
Facilities:	Flexi-time policy in operation Staff lunch room with kitchen facilities Pleasant working environment in city centre location close to shops and other local amenities