

Position	Full-Time / Fixed-Term (11 Months)
Salary	Grade 5, £32,200 - £34,300 per annum, Pay Review in July 2022. Salaries are paid monthly, 2 weeks in advance and 2 weeks in arrears.
Holiday entitlement	26 days per annum increases by 1 day per year up to 29 days.
Pension	<p>The College's pension scheme is the Superannuation Arrangements of the University of London (SAUL). It is a contributory, career average salary scheme. 16% is paid by the employer, and 6% by the employee. All employees are automatically joined to the scheme, but may opt out if they wish to.</p> <p>Membership of the pension scheme also offers Life Assurance of 4 x salary.</p>
Personal Accident Cover	All employees are covered under the College's personal accident policy, which provides up to 4 x salary (dependent on issue).
Training & Development	Professional Development Scheme is available to support employees through relevant professional qualification and training, in providing financial and/or time commitment.
Season ticket loan	An interest-free season ticket loan is available to staff on satisfactory completion of their probationary period.
Probationary period	3 months
Notice period	1 week (either side) during the probationary period then 1 month thereafter
Hours	<p>The normal working week is 35 hours, Monday to Friday, 9am – 5pm, including a daily lunch break of 1 hour, which is unpaid.</p> <p>Prospectively approved time off in lieu is given.</p> <p>The College complies with the Working Time Regulations.</p>
Flexible Working	Flexible working is available. Core hours are 10am to 4pm, subject to operational requirements.
Health and Safety	The College pays for an annual eye test and offers annual flu jabs for all members of staff.

Wellness Hour	All members of staff have one hour a week to use as a wellness hour to support good mental and physical health.
Staff Social	<p>There is a staff room, which provides a relaxing area for breaks, including an outside terrace, games and microwaves.</p> <p>Coffee, tea and other refreshments are provided and fresh fruit is available on a daily basis.</p> <p>The College holds an all staff annual Christmas lunch.</p>