

<b>Position Type</b>	Full-Time, Fixed-Term (13 Months)
<b>Location</b>	Hybrid – Average of 2 days a week in the office
<b>Salary Information</b>	Grade 7, £24,400 - £26,000 per annum. Salaries are paid monthly, two weeks in advance and two weeks in arrears.
<b>Holiday Entitlement</b>	26 days per annum increases by one day per year up to 29 days.
<b>Probationary Period</b>	3 months
<b>Hours</b>	<p>The normal working week is 35 hours, Monday to Friday, 9am – 5pm; this includes a daily lunch break of one hour, which is unpaid.</p> <p>The College complies with the Working Time Regulations 1998.</p>
<b>Flexible Working</b>	Flexible working is available. Core hours are 10am to 4pm, subject to operational requirements.
<b>Notice Period</b>	One week (either side) during the probationary period then one month thereafter
<b>Pension Scheme</b>	<p>Our pension scheme provider is Standard Life. All employees are automatically enrolled into our Defined Contribution Plan but may opt out if they wish to.</p> <p>Once enrolled the College will pay the equivalent of 10% of your basic salary to your plan on the condition you pay 5%. You will however, have the option of reducing or increasing your own contributions to 3%, 4% or 6% and the College will then automatically contribute double the amount you choose. You may wish to contribute more than 6% but the College's contribution is capped at 12%.</p> <p>Membership of the pension scheme also offers Life Assurance of 4 x salary.</p>
<b>Personal Accident Cover</b>	All employees are covered under the College's Personal Accident Policy, which provides up to 4 x salary (dependent on issue).
<b>Training &amp; Development</b>	Professional Development Scheme is available to support employees through relevant professional qualification and training, in providing financial and/or time commitment.

<b>Season Ticket Loan</b>	An interest-free season ticket loan is available to employees upon satisfactory completion of their probationary period.
<b>Private Healthcare</b>	<p>All employees gain full access to <a href="#">Benenden Health</a> after six months of service at the College.</p> <p>Benenden Health provides employees with a wide range of services including private diagnostics and treatment, as well as other essential services such as 24/7 GP and mental health helpline, mental health counselling support, physiotherapy and online wellbeing classes.</p>
<b>Health &amp; Wellbeing</b>	<p>The College contributes towards all employee's annual eye test and glasses or contact lenses (upon satisfactory completion of their probationary period) and offers annual flu jabs.</p> <p>We also have a weekly wellness hour and a cycle to work scheme (<a href="#">Cyclescheme</a>).</p>
<b>Family Friendly Policy</b>	We offer enhanced maternity, paternity and adoption pay.
<b>Staff Social</b>	<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>