



## BURGESS HILL TOWN COUNCIL

### CUSTOMER SERVICES ASSISTANT CONDITIONS OF EMPLOYMENT

- |                       |   |   |
|-----------------------|---|---|
| Salary Grade          | - | Scale 3 £15,153 - £16,217 (subject to a Pay Award 1 April 2008)   |
| Hours                 | - | 37 hours per week. The Help Point is open Monday to Friday 09.00 - 17.00 hours and Saturday mornings 09.30 to 12.30 hours. This is covered on a rota basis by seven members of staff including this post. |
| Annual Leave          | - | 23 days rising by one day a year for the first 5 years to a maximum of 28 days.   |
| Probationary Period   | - | A six month probationary period will apply for new entrants to local government during which time a one week notice period will apply.  |
| Notice Period         | - | One month after successful completion of the probationary period.   |
| Conditions of Service | - | The post will be subject to the full scheme of pay and conditions of service as agreed by the National Joint Council for Local Government Services will apply.  |
| Training              | - | The Council has a strong commitment to training and personal development and a full training programme will be provided.  |
| Closing Date          | - | The closing date for applications (in the envelope provided) is Friday 18 April 2008.   |
| Interview Date        | - | Friday 2 May 2008 ( <b>NB: Unsuccessful applicants will not be notified</b> ).  |
| Interview             | - | Short listed candidates will have the opportunity to meet prospective colleagues prior to a formal interview.   |
| Pension               | - | Membership of the Local Government Pension Scheme will be automatic unless the successful candidate elects to join an alternative scheme.   |
| Payment of Salary     | - | By direct transfer on the 20th of each month.   |