

CUSTOMER SERVICES ASSISTANT CONDITIONS OF EMPLOYMENT

- | | | |
|-----------------------|---|---|
| Salary Grade | - | Scale 4 Scale Points 7-11
£20,092 - £21,748 |
| Hours | - | 37 hours per week. The Help Point is open
Monday to Friday 09.00 - 17.00 hours |
| Annual Leave | - | 25 days a year plus bank holidays. Annual
Leave will rise by 1 day a year for the first 5
leave years to a maximum of 30 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 week after successful completion of the
probationary period. |
| Uniform | - | A uniform is provided for this post and a
smart appearance is essential. |
| 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. |
| Pension | - | Membership of the Local Government
Pension Scheme will be automatic unless the
successful candidate elects to opt out. |
| Payment of Salary | - | By direct transfer on the 20th of each month. |

It should be noted that the Council reserves the right to undertake Criminal Record Bureau checks on staff if appropriate.