

Conditions of Service – Professional Services

People (HR) Administrator

Contract Type	Permanent
Salary (FTE)	£25,199 per annum
College Pay Scale Point	17
Pro-rated Salary	N/A
Pay Date	Last working day of each month
Probationary Period	6 months
Hours of work per week	37
Annual Leave Entitlement	25 days (pro-rated for part time roles) increasing by one additional day for each completed year of service, up to a maximum of 30 days after five years of continuous service.
Annual Leave Year	1 September – 31 August
Bank Holidays	8 public holidays in addition to annual leave entitlement.
Efficiency Closure Days	We observe an Efficiency Closure during specific periods of the academic year: • Winter Closure: minimum of 3 days over the winter break, plus additional efficiency closure days as determined annually • Spring Closure: 4 days, aligned with either the week before or the week after the Easter weekend, as determined by operational requirements. All closure days are non-working days for all employees and do not require the use of annual leave.

Pension	If you meet the automatic-enrolment criteria, you will automatically be enrolled onto the Local Government Pension Scheme by contractual enrolment. You can opt out of the scheme within three months of taking up the post.
Medical	All employees must complete an Employment Health Declaration and may be required to undergo an Occupational Health assessment if needed.
Smoking	Smoking/vaping onsite is only permitted in designated external areas/shelters.
Place of work	The principal place of work for this role, except as otherwise directed, will initially be at the Weymouth campus at Cranford Avenue, Weymouth. However, you may be required to work on either a temporary or an indefinite basis at any premises which the College currently has or may subsequently acquire or at any premises at which the College may from time to time provide services.
Performance Review	You are required to participate in the College's Performance Review Scheme.
Notice by the College	This job can be terminated by the College by giving one month notice after completion of a probationary period or extension of that probationary period for employees with up to four years continuous service, increasing by one additional week for each completed year of service over four years, up to a maximum of 12 weeks (except in the case of gross misconduct where your employment may be terminated without notice).
Notice by member of staff	You can terminate your employment at any time by giving the College one months' notice in writing.
Offer of Appointment	An offer of employment is subject to: • Receipt of an enhanced DBS disclosure to the satisfaction of the College

- Receipt of documentation to prove your eligibility to work in the UK. You may be required to provide additional information if you are a non-British citizen or have lived and/or worked overseas.
- Receipt of references satisfactory to the College
- Receipt of all original copies of relevant certificates or evidence of qualifications gained
- A medical report satisfactory to the College
- Successful completion of a probationary period

