# TERMS & CONDITIONS

Job Title: Receptionist

You will be based at Fire Service Headquartersor in any post appropriate to your grade at such other place of employment in the Authority's service as may be required.

Salary is Grade 1: £21,189 rising to £21,968 by 2 annual increments.

The pro-rata salary is £8,876 to £9.202. Salaries are paid 4 weekly by credit transfer to bank or building society.

Hours – 15.5 hours per week (Tuesday 13:00 - 17:00, Wednesday 13:00 – 17:00, Thursday 13:00 – 17:00 and Friday 13:00 – 16:30)

Leave entitlement, if working 5 days per week the full years entitlement will be 22 days rising to 26 - after 5 years’ service - plus any statutory public holidays that may fall – working less than 5 days per week this leave will be pro-rated accordingly.

Automatically join Local Government Pension Scheme - unless opt out, further information will be given with contract of employment.

The position is subject to a 6 months probationary period, this is time to settle in and establish suitability for the post. We obtain reports from Line managers after 3 months and again after 51/2 months. If any problems are identified, guidance will be given. Probation may be extended. However if problems cannot be resolved, we reserve the right to terminate the contract. After the end of the probationary period appointment will be confirmed and then subject to normal ongoing capability monitoring.

We operate an appraisal process on a yearly basis, which includes a chance to discuss any training and development needs.

Training includes Diversity for Everyone, Manual Handling and Working Safely within the first three months of service.

No smoking on any Authority premises and vehicles.

Free onsite parking.

There are sports and social facilities available such as gym/fitness equipment at HQ and most stations; various social sections such as a walking section, scuba diving section; discounts on things such as annual travel insurance.

Please note, if you have been employed as an Operational Firefighter, and are in receipt of a Firefighter’s pension, your pension may be abated if you are appointed. Abatement will occur if your pension plus your new salary adds up to more than your previous salary upon retirement – further details can be provided on request. It’s also worth noting that you may also be affected by HMRC rules and should check with the HMRC to see if this applies to you.

During the recruitment process, in line with present Authority policy, it may be necessary for applicant/s that are offered a post to undergo a medical assessment including a drugs test. The medical questionnaire will only need to be completed and sent to the Occupational Health & Safety department once the successful candidate has been given a conditional offer.

The post is subject to receipt of satisfactory references and completion of Baseline Personnel Security Standard checks.