

Summary Terms and Conditions
Administrative Assistant – Reception/HR (AARH/0708)
July 2008



1. Salary Scales

The salary range for the post is £15,477 - £17,352, SCP 14 - 19. It is normal policy to be placed at the lower end of the salary range. However, we will consider current salary, relevant skills, and experience. The salary review date is 1 April, each year, unless otherwise stated.

2. Hours and Leave

Hours of Work

The standard office working hours are from 9.00 am to 5.00 pm Monday to Friday, with a 48 minute (unpaid) lunch break. Scottish Refugee Council does not normally pay for overtime, but there is a TOIL system in place.

Annual Leave

The entitlement is 25 working days leave per annum.

Public Holidays

Scottish Refugee Council normally recognises 12 public holidays each year and in addition there are two discretionary days taken on specific dates as agreed annually.

3. Pension Arrangements

Scottish Refugee Council is a member of the Scottish Voluntary Sector Pension Scheme (SVSPS) and offers a generous final salary pension scheme to all our staff. The terms of which currently offer all new staff a retirement pension of 1/80th of their final salary for every year of service in return for a contribution of 6% from salary (our contribution being 12% of salary).

4. Trade Union Membership

Scottish Refugee Council currently recognises Unite the Union as a negotiating body for employees.

Please note all of the above is provided for information only and is subject to confirmation in any contract of employment to be issued.