

## SUMMARY OF TERMS OF EMPLOYMENT - RECEPTIONIST

SALARY:	£23,178 per annum pro rata for part time. Equivalent of £11.89 per hour
PENSION:	Opportunity to remain in NHS pension scheme if already contributing (or have been in last 12 months). Alternatively, you will be auto enrolled into the Hospice Group Personal Pension Scheme provided by Scottish Widows. The minimum employee contribution will be 5% and the employer contribution will be 3%.
HOLIDAY:	25 days plus 8 bank holidays; rising to 27 days after 5 years and 30 after 10 years
SICK PAY:	We offer an Occupational Sick Pay scheme, as follows: <ul style="list-style-type: none"> <li>• During the first 12 months' of service – 1 weeks' full pay</li> <li>• 1 years' service to 3 years' service – 2 weeks' full pay and 2 weeks' half pay</li> <li>• 3 years' service to 5 years' service – 4 weeks' full pay and 4 weeks' half pay</li> <li>• 5 years' service to 10 years' service – 6 weeks' full pay and 6 weeks' half pay</li> <li>• Over 10 years' service – 8 weeks' full pay and 8 weeks' half pay</li> </ul>
OTHER BENEFITS:	<ul style="list-style-type: none"> <li>• Free car parking</li> <li>• Employee Assistance Programme offering 24-hour confidential counselling, advice and support</li> <li>• Employee savings scheme</li> <li>• Opportunities for challenge events &amp; fundraising</li> <li>• Staff consultation group</li> <li>• Clinical mentoring programme</li> <li>• Staff social activities</li> <li>• Family-friendly benefits</li> </ul>
LOCATION:	Uphill, Weston-super-Mare
HOURS:	This is part-time role working 24 hours per week over three days (Monday, Tuesday and Wednesday). The hours are to be worked 8.30am – 5.00pm.
PROBATIONARY PERIOD:	This post is subject to a six month probationary period.
NOTICE PERIOD:	<p>During probationary period you will be entitled to receive, and required to give at least one weeks' written notice of termination.</p> <p>After successful completion of the probationary period you are entitled to receive, and required to give, at least one months' notice of termination, which must be in writing.</p>