

## Terms and Conditions of Employment

**Job Title:** Receptionist

**Place of work:** Trinity College, Stoke Hill, Stoke Bishop, Bristol BS9 1JP.

**Salary:** £9.90 per hour.

**Pension:** There is eligibility to join a non-contributory pension scheme.

**Working hours:** 14 hours per week (over two days, one of which is Friday, 9:00am – 5:00pm), plus occasional holiday and sickness cover.

**Holiday entitlement:** 23 days per annum pro rata plus bank holidays. The college is normally closed between Christmas and the New Year.

**Probationary period:** Three months.

**Notice:** One month's notice by employee or employer after successful completion of probationary period.

**Sickness:** Standard terms are available for reference in our Employee Handbook.

**Disciplinary and grievance:** Standard procedures are available for reference in our Employee Handbook.

**Lunches:** Lunches may be taken free of charge in college when available on days you are contracted to work.

**Medical report:** The appointment is subject to a satisfactory medical report.

**Car parking:** There is usually ample space on site, free of charge.