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**June 2022**

**CONDITIONS OF SERVICE**

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| **JOB TITLE** | Training Administrator  |
| **DEPARTMENT** | **Training**  |
| **RESPONSIBLE TO** | **Training and Quality Assurance Manager** |
| **STARTING DATE** | **With immediate effect**  |
| **PLACE OF WORK** | **Heathlands Village, Heathlands Drive, Prestwich, Manchester M25 9SB** |
| **SALARY**  | **£21,164.00 per hour annum** |
| **LEAVE ENTITLEMENT** | **30 days – increases with length of service – pro rata to hours/days worked** |
| **DISCLOSURE & BARRING SERVICES (DBS)**  | **Enhanced DBS Required** |
| **HOURS** | **37 hours per week, Monday - Thursday, 8.30am - 4.30pm and Friday 8.30am - 4pm** |
| **NOTICE PERIOD** | **Dependent upon length of service with organisation** |
| **PENSION** | **Eligible for Company Scheme after 3 months** |
| **DEATH IN SERVICE BENEFITS** | **Eligible for Company Scheme after successful probation** |
| **HEALTH BENEFITS SCHEME** | **Eligible for Company Scheme after successful probation** |
| **SICKNESS BENEFITS** | **Eligible for Company Scheme in Accordance with Length of Service** |
| **TRADE UNIONS** | **Recognised union for negotiations is Unison** |
| **SUITABILITY FOR JOB SHARE**  | **No** |
| **PROBATIONARY PERIOD** | **6 months** |