

## **TERMS AND CONDITIONS**

**Job title:** Office Administrator

### **Position and Salary**

The salary range is £40,000 to £45,000 depending on qualifications and experience. UCLC, in addition, operates a Performance Related Pay Scheme under which employees can achieve up to a further 10% of gross annual salary based on agreed targets, both personal and company based. Please note that you must have achieved a minimum of six months service as at 31 July in your first year of employment to be eligible for inclusion in the scheme.

### **Hours of Work**

The normal hours of work are 35 hours per week, excluding lunch hours. Office hours are 9.00am to 5.00pm, Monday to Friday.

### **Pension**

The post holder will be eligible to join our defined contribution pension scheme. The company operates the SAUL pension scheme.

### **Holidays**

The leave year runs from 1 October to 30 September. An annual holiday entitlement of twenty-five working days per annum may be taken with line manager's approval. There are also eight Public Holidays, and a further six days leave given to mirror the UCL closure days over the Christmas and Easter periods.

### **Probation**

The appointment is subject to receipt of satisfactory references and to a probationary period of nine months. During your probationary period your employment may be terminated by either party giving not less than 1 month's written notice to the other. The successful completion of your probationary period will be confirmed to you in writing and the Company reserves the right to extend the probationary period upon further notification to you if it is deemed necessary. We may also terminate your employment if you do not reach the standards we require.

### **Season Ticket Loans & Cycle to Work Scheme**

Season ticket loans are available to staff who have successfully completed their probationary period. UCLC also operates a Cycle to Work salary sacrifice scheme. Both schemes are processed via a monthly deduction from salary.

### **Voluntary Healthcare Scheme**

Members of staff at UCLC are able to access the voluntary healthcare scheme offered by UCL, the scheme is provided by AXA PPA on a self-funded basis.

### **Professional Subscriptions** Should

you be required to be a member

of a professional body in connection within your role, UCLC is willing to pay the cost of the professional subscription/membership with the agreement of your line manager.

### **Other**

UCLC operates a no smoking policy. Staff are expected to conduct themselves in a professional manner whilst in the work environment and should be well presented.