

# ADMIN ASSISTANT

## TERMS & CONDITIONS OF EMPLOYMENT

**Location** : BPAS Slough, Units 9 & 10 Shaftesbury Court, Chalvey Park, Slough, SL1 2ER  
BPAS Reading, 121 London Street, Reading, RG1 4QA

**Salary** : *Starting salary will be in accordance with one of the scale points below, dependent upon experience, skills and qualification. Increment to the subsequent scale points will thereafter be applied annually.*

	1	2	3	4	5
Per annum	£16,103	£16,997	£17,892	£18,788	£19,680
Per hour	£8.60	£9.08	£9.56	£10.04	£10.51

**Hours** : 15 per week

**Pattern of work** : Monday (Slough) 11:00 to 19:00\*  
Friday (Reading) 09.00 to 17.00\*

\*to include 30 minutes unpaid lunch break

**Holidays** : 34 days per year (includes Bank Holidays) (pro-rata for part-time staff)

**Life Assurance** : Cover equivalent to 3 times salary

**Pension Scheme** : You will become an active member of the BPAS personal pension plan after 3 months of employment if you are an 'eligible jobholder' under auto-enrolment rules (or if not, you can choose to join). You will also have the opportunity to contribute more than the statutory minimum into the pension scheme, on a sliding scale, with BPAS contributing a maximum 4.5% of salary.

**Training** : At BPAS our staff are our most important asset. It is policy that staff participate in appropriate training and development opportunities to enable them to perform their job to a degree that assures clients of a quality service and provides personal satisfaction to the member of staff. This may involve travelling to Head Office or other UK locations.

### Pre-Employment Checks

**Disclosure & Barring Service Check (DBS):** Please note that appointment to this post will be subject to a Standard Disclosure Check with the Disclosure and Barring Service. BPAS wishes to ensure that all applicants who have convictions are treated fairly. A criminal record will not automatically give rise to the withdrawal of a provisional offer of employment. Each situation will be considered on its individual circumstances.

**Hepatitis B Vaccination:** During the course of carrying out the duties of this position, you may come into contact with bodily fluids. This position is therefore subject to agreement to be vaccinated against Hepatitis B.

**Occupational Health Assessment:** Prior to employment you will be required to complete an Occupational health questionnaire. An OH appointment may be necessary should there be any items highlighted that are of concern. All medical information is kept confidential under the confinements of the Data Protection Act 1998.