**Terms and conditions of service**

Job Title

HR Assistant

Reporting line

This post reports to the HR Manager.

Salary

The salary for the post is £11,077.20-£12,557.39 (£18,462-£20,929 fte)

Probationary period

Appointments are subject to the successful completion of a six-month probationary period.

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by the Trust.

Annual leave

The annual leave entitlement is 25 days per annum (pro rata for part time roles), increasing by five days (pro rata) after five years continuous service with the Trust, plus public holidays.

Pension

The Trust belongs to the Local Government Pension Scheme and all new employees are enrolled. It is possible to opt out of the pension using forms available at [www.nypf.org.uk](http://www.nypf.org.uk/).

Hours of work

The hours of work are 22.2 hours a week, worked over three days between Monday and Friday.

Period of notice

The period of written notice required for you to terminate this post is one month.  The Trust will give you one month’s notice.