



## **Terms and conditions - Research Assistant Fixed term- maternity cover**

### **Conditions of service**

Full details of conditions of employment will be set out in a Statement of Particulars and the Staff Handbook which incorporates the Terms and Conditions of Employment and will be issued on appointment.

### **Offers of employment**

Norland is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults. We expect all students and staff to share this commitment.

The suitability of all prospective staff will be assessed during the recruitment process in line with this commitment. All offers made will be on the condition of relevant safer recruitment checks being conducted and in line with Norland's policies and procedures.

This offer of employment is subject to proven eligibility to work in the UK, satisfactory clearance from the Disclosure and Barring Service (DBS), verified references and qualifications.

### **Remuneration**

Grade - F

Salary band – £28,971- £31,034 (pro-rated to £11,588 – £12,414)

Salaries are paid on the last Friday of each month comprising the salary for the whole month.

### **Working hours**

Grades A-G:

- Full time staff on grades A-G are required to work a 35 hour week, which will normally be worked over five days. Work patterns will be determined by appropriate management.
- It is expected that you will be able to fulfil all your duties within your normal working hours.
- As a part time employee, your hours per week are 14 hours (0.4 contract) over 2 days a week.
- This is a fixed term post for maternity cover only until the postholder returns.

The successful candidate will also be expected to work flexibly according to the needs of Norland.

### **Annual leave**

The holiday year runs from 1 September - 31 August each year. Present annual leave entitlement (excluding Public Holidays) is 30 working days per year.

### **Norland's stakeholder pension scheme**

All eligible non-teaching staff will be auto enrolled into Norland's Stakeholder Pension Scheme.

### **Flexibility**

As a condition of employment, the post holder may be required to undertake such other duties as may reasonably be required, in addition to the major tasks outlined in the job description.

**Smoking and vaping policy**

Norland operates a strict no smoking or vaping policy.

**Equal opportunities**

Norland is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we strive to ensure that no job applicant will receive less favourable treatment than another on grounds of their sex, age, gender identity, marital status, race, nationality or ethnic origin, disability, sexual orientation or religious beliefs.