

Position Type	Full-Time, Permanent
Location	Hybrid – Remote / Office
Salary Information	Grade 5, £32,00 - £34,300 per annum. Salaries are paid monthly, two weeks in advance and two weeks in arrears.
Holiday Entitlement	26 days per annum increases by one day per year up to 29 days.
Probationary Period	3 months
Hours	<p>The normal working week is 35 hours, Monday to Friday, 9am – 5pm; this includes a daily lunch break of one hour, which is unpaid.</p> <p>The College complies with the Working Time Regulations 1998.</p>
Flexible Working	Flexible working is available. Core hours are 10am to 4pm, subject to operational requirements.
Notice Period	One week (either side) during the probationary period then one month thereafter
Pension Scheme	<p>Our pension scheme provider is Standard Life. All employees are automatically enrolled into our Defined Contribution Plan but may opt out if they wish to.</p> <p>Once enrolled the College will pay the equivalent of 10% of your basic salary to your plan on the condition you pay 5%. You will however, have the option of reducing or increasing your own contributions to 3%, 4% or 6% and the College will then automatically contribute double the amount you choose. You may wish to contribute more than 6% but the College's contribution is capped at 12%.</p> <p>Membership of the pension scheme also offers Life Assurance of 4 x salary.</p>
Personal Accident Cover	All employees are covered under the College's Personal Accident Policy, which provides up to 4 x salary (dependent on issue).
Training & Development	Professional Development Scheme is available to support employees through relevant professional qualification and training, in providing financial and/or time commitment.
Season Ticket Loan	An interest-free season ticket loan is available to employees upon satisfactory completion of their probationary period.

Private Healthcare	<p>All employees gain full access to Benenden Health after six months of service at the College.</p> <p>Benenden Health provides employees with a wide range of services including private diagnostics and treatment, as well as other essential services such as 24/7 GP and mental health helpline, mental health counselling support, physiotherapy and online wellbeing classes.</p>
Health & Wellbeing	<p>The College contributes towards employee's annual eye test and glasses or contact lenses (upon satisfactory completion of their probationary period) and offers annual flu jabs.</p> <p>We also have a weekly wellness hour and a cycle to work scheme (Cyclescheme).</p>
Family Friendly Policy	<p>We offer enhanced maternity, paternity and adoption pay.</p>
Staff Social	<p>There is a staff room, which provides a relaxing area for breaks, including an outside terrace, games and microwaves.</p> <p>Coffee, tea and other refreshments are provided and fresh fruit is available on a daily basis.</p> <p>The College holds an all staff annual Christmas lunch.</p>