

RYE TOWN COUNCIL

TOWN HALL ATTENDANT SUMMARY OF MAIN TERMS AND CONDITIONS

- 1 Payment** £13.50 per hour.
- 2 Contract** Lower hours contract – to be confirmed after successful completion of the probationary period (see 5).
- 3 Duties** See Job Description.
- 4 Hours** Variable – depending on operational need.
- 5 Probation** The appointment will be confirmed following satisfactory completion of a four-month probationary period.
- 6 Annual leave** 5.6 working weeks.

Additional 40% of an average working week after 3 years' continuous service; additional 60% after 5 years.
- 7 Sick pay** After completing 4 months' service: 1 month's full pay and 1 month's half pay during 1st year of service.

*During 2nd & 3rd years: 1 month full pay and 1 month half pay.
During 4th & 5th years: 2 months full pay and 2 months half pay
After 5 years: 3 months full pay and 3 months half pay.*
- 8 Pension** Optional membership of the Local Government Pension Scheme.
- 9 Discipline** The post holder will be issued with a copy of the Disciplinary Procedure.
- 10 Grievances** The post holder will be issued with a copy of the Grievance Procedure.
- 11 Dress** Smart (weddings/ceremonies/civic and council events) – otherwise, smart casual.
- 12 Travel** Authorised travel outside the Parish will be reimbursed at HMRC's maximum 'tax-free' rate (currently 45p/mile).
- 13 Termination** The post holder or Rye Town Council will be required to give 4 weeks' notice of termination of employment.