

Position: Administration Assistant

Location: Waverley Training Services, Farnham, GU9 9PT

Grade: 11

Please note that Waverley appoints at the lowest point on the pay scale. The salary is then reviewed in April each year until the maximum point of the pay scale is reached. The first review will be in the April following the end of the probationary period. Pay scales are reviewed each year.

Holiday: 22 days per annum, increasing after five years continuous local authority service, plus Bank Holidays and the three additional “Waverley” days. The leave year runs from 1 October to 30 September.

Working Hours: The core working hours for this post are 8:00am – 4:00pm.

Pension Scheme: We offer a very generous pension scheme. You will automatically be included in the Scheme unless you choose to opt out. Both you and the Council make contributions to the Scheme. Pension contributions will be dependent on your annual salary. Currently, the Council contributes 17.2% of your salary.

Season ticket loan: available to all staff upon completion of probation period.

Employee Support Programme: A free, confidential 24 hour helpline service is available to assist you in dealing with everyday situations and more serious problems including financial, legal, relationships, drug and alcohol abuse, stress, housing, debt management and any work related issues.

Safer Recruitment Process: This post is subject to Waverley Borough Council's Safer Recruitment Process.

Disclosure and Barring Service

Due to the nature of the work, this post involves a check on an individual's criminal background. The check is carried out through the Disclosure and Barring Service (DBS, previously CRB). Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

NB not all the above information is contractual