



Community First **CONDITIONS OF EMPLOYMENT**

1. Job Title
Transport Scheduler/Admin Assistant
2. Salary
Salary £19,549.00 per annum FTE.
Actual salary for this post will depend on number of hours worked.
3. Hours of work
20 hours per week - negotiable.
4. Holiday Entitlement
25 working days paid leave in each leave year in addition to Bank Holidays (pro rata for part time staff).
5. Conditions of Appointment
A three month probationary period applies to this post.
6. Place of work
Community First, Mead Court, Winsor Road, Winsor, Southampton SO40 2HR.
7. Pension Scheme
Following successful completion of your probationary period, you will be automatically enrolled in CFW's NEST pensions scheme, provided you meet the Qualifying requirements. CFW will provide employer contribution in line with the provisions of the scheme. You will retain the option to opt out the scheme should you so wish.
8. Accountability
The Transport Scheduler/Admin Assistant will be accountable to the Transport Manager South.
9. This post is subject to an enhanced DBS check.

June 2022