



Outline of Main Terms & Conditions Development Manager

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| Location: | Based in the External Relations Department at Bedales |
| Hours of work: | 37.5 hours per week during term time & non term time |
| Weeks worked per annum: | 52 weeks per annum |
| Term Time weekly work pattern: | Monday : 7.5 hours Tuesday: 7.5 hours Wednesday: 7.5 hours Thursday: 7.5 hours Friday: 7.5 hours <i>To be discussed and agreed at interview</i> |
| Break Entitlement: | 30 minutes unpaid lunch per day |
| Probationary period: | 6 months. Notice period by the School and Employee during probationary period is one week's written notice |
| Grade: | Grade 10 (SCP 39 – 42) Current full time salary range £33,134 - £35,789 per annum |
| Hourly Rate: | £16.9918 - £18.3533 |

The successful candidate will be appointed within the grade on the salary level commensurate with skills and experience.

Full time Holiday Entitlement per annum:

22 days plus 8 Bank/Public Holidays equivalent to 225 hours per annum, increasing to 27 days plus 8 Bank / Public Holidays equivalent to 262.5 hours per annum after 5 years' continuous service. The additional days / hours will be awarded at the start of the academic year in which the anniversary date was obtained and pro rated accordingly.

Pay Method

Salary and holiday entitlement is paid in 12 equal monthly instalments by BACS transfer into your bank or building society account on or around the penultimate day of each month.

Annual Leave Procedure:

You must give at least 2 weeks' notice of proposed holiday dates and these must be agreed with your manager.

Other Points:

The individual is unable to undertake any work outside of the School without the prior consent from the School, all requests should be submitted to the HR Manager.



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Absence Reporting Procedure:

Sickness in the first four months of the successful candidate's appointment will not attract Company sick pay, only Statutory Sick Pay (SSP) in line with SSP rules.

Pension Scheme:

The job holder will be eligible to participate in the Stakeholder Pension Scheme.