

RECEPTIONIST/ADMISSIONS ASSISTANT (PART-TIME)
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- Duties : As attached job description
- Rate of Pay : £8.14 per hour
Payable monthly in arrears by direct credit transfer
- Hours : Up to 15 hours per week to be worked flexibly by arrangement
with the Short Course Admissions Manager and Reception
Supervisor

Evening, weekend and Bank Holiday working required.
- Meals : Lunches in West Dean College at staff rate, currently £3.15
- Holidays : Pro rata of 29 days per holiday year inclusive of Bank Holidays
- Sickness : Pro rata of 10 days in any consecutive twelve month period, or
longer period at the Foundation's discretion, after six months
continuous service
- Pension : Contributory pension scheme