*The purpose of this information is solely to provide prospective candidates with details relating to the position and must not be construed as an offer or contract of employment.*

**KEY TERMS AND CONDITIONS OF EMPLOYMENT**

**role**

**Catering Assistant**

**EMPLOYER**

Nottinghamshire Wildlife Trust Trading

**PAY**

This role is paid hourly at up to £8.28ph (£16,146 pa paid pro rata for part time hours).

**WORKING HOURS**

This post is fixed 30 hours per week contract. Working days are Monday, Tuesday, Thursday, Friday and Saturday, 9am – 3pm.This shift pattern may change when in shift leading/Duty Manager capacity. Overtime may also be available.

**LENGTH OF CONTRACT**

This contract is permanent

**LEAVE**

The Trading Company's holiday year runs from 1st January to 31st December. In your first year of work if you are a full-time employee you are entitled to 28 days annual leave per annum including bank holidays. This is pro rata for part time staff.

**PENSION**

The successful applicant will be auto-enrolled in to the Trust's pension scheme. More details about the scheme and contribution rates are available from the Trust upon request.

**DEATH IN SERVICE**

Death in service cover is provided at three times annual salary.

**LOCATION**

The post is based at the Nottinghamshire Wildlife Trust’s Idle Valley Rural Learning Centre. Some infrequent travel to other sites within Nottinghamshire may be required.

**PROBATIONARY PERIOD**

A probationary period of three months applies, during which new employees are expected to demonstrate their suitability for the post.

**EQUALITY AND DIVERSITY POLICY**

The Trust is committed to the promotion of equal opportunities. A copy of the Trust’s Equality and Diversity Policy is available on request.