

Administration assistant – role details

Working days & hours:

Wednesday to Friday each week 0900 to 1700 with one hour unpaid for lunch. Totalling 21 working hours per week.

Role location:

Viaduct House, Carlisle

Pay:

A minimum of £12.71 per hour.

Service pay awards for 3, 5, 10 and 15 years' service.

Holidays:

25 days' paid holiday per annum plus all of the public holidays in England which are also paid.

Christmas closure with no holiday deducted for that closure.

Additional holiday awarded for service at 5, 10 and 15 years' up to a maximum of 30 days' for full-time staff.

Annual Wellbeing Half Day.

Pension:

Eligible for auto-enrolment into our Group Personal Pension scheme after a period of 3 months with an Employer contribution of 4% of your annual gross pay. As of April 2019 the Government stated that you also must contribute 5% of your annual pay to meet the minimum joint contribution levels and remain within the scheme.

Training:

There is a requirement to undertake role specific training following your introduction to the workplace. Additional training is also required as part of a rolling staff training programme. An example of this is anti-money laundering training.