



TERMS, CONDITIONS AND BENEFITS

Position: Print and Scanning Supervisor

Location: The Burys, Godalming

Grade: 8e

Please note that Waverley appoints at the lowest point on the pay scale. The salary is then reviewed in April each year until the maximum point of the pay scale is reached. The first review will be in the April following the end of the probationary period. Pay scales are reviewed each year.

Holiday: 24 days per annum, increasing after five years continuous local authority service, plus Bank Holidays. Between Christmas and New Year the Council offices are closed. During this period you will receive three additional leave days granted by the Council.

Pension Scheme: We offer a very generous pension scheme. You will automatically be included in the Scheme unless you choose to opt out. Both you and the Council make contributions to the Scheme. Pension contributions will be dependent on your annual salary. Currently, the Council contributes 16.5% of your salary.

Season ticket loan: available to all staff on completion of probationary period.

Car parking: There is no car parking provision for this post.

Staff Restaurant: offering an increasingly diverse and subsidised menu, including vegetarian. We are committed to meeting the dietary requirements of different religious groups.

Quiet/Prayer Room: available for reflection and prayer.

Employee Support Programme: A free, confidential 24 hour helpline service is available to assist you in dealing with everyday situations and more serious problems including financial, legal, relationships, drug and alcohol abuse, stress, housing, debt management and any work related issues.

Basic DBS Clearance- Government Requirement for Accessing Council and Government Data

To comply with the Public Sector Networks (PSN) "Code of Connection", Waverley Borough Council, like other public organisations, needs to undertake basic disclosure checks for unspent convictions only, in respect of those staff who will access our IT systems.

NB not all the above information is contractual