



Terms and conditions of employment

Position:	Receptionist
Salary range:	£23,020.20 p.a. pro rata based on 35 hours pw (£13,812.12 p.a. based on 21 hours pw)
Hours of work:	8.30 am – 4.30 pm
Working Days:	Monday - Wednesday
Place of work:	Based at Head Office Scotland, Edinburgh
Probationary period:	Six months
Disclosure Level:	The successful applicant will require a Level 1 Disclosure from Disclosure Scotland. Autism Initiatives will incur the cost of the application.
Annual leave:	31 days per annum pro rata (including bank holidays) increasing to a maximum of 34 days. The holiday year runs from 1 April to 31 March.
Sickness:	Sick pay will be paid according to the sick pay scheme
Pension:	Pension will be paid according to the pension scheme
Development:	Autism Initiatives is committed to the training and development of all employees. We will support you through regular supervision and personal development plans.
Equal Opportunities:	Autism Initiatives is committed to equal opportunities and as such welcomes applications from all sections of the community. All applicants that have a disability and meet the minimum criteria will be interviewed.
Disability Confident	The Disability Confident symbol is given by Jobcentre Plus to employers based in Great Britain who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees, a commitment of Autism Initiatives.

