**North Warwickshire Borough Council**

**Terms and Conditions**

##### Maintenance Surveyor

**Housing Division**

**Conditions of Service:** In accordance with the National Joint Council for Local Government Services. These may be amended by Provincial or Local Agreement.

**Remuneration:** Salary scale 9, £33,366- £35,235, per annum, subject to educational qualifications & experience Incremental progression through the scale. Salaries are paid on the 20th of each month.

**Transport:** Casual user car allowance payable

**Location:** The Sheepy Road Depot

**Hours of Work:** 37 hours per week, you will be required to participate in an on call rota for out of hours emergency work.

**Holidays:** 23 days annual leave, increasing by five days after five years’ continuous local government service. Leave year - April to March.

 *Plus the following public holidays:*

 Easter - Good Friday and Easter Monday

 May Day

 Spring Bank - Monday and Tuesday

 Late Summer Bank - Monday and Tuesday

 Christmas - Christmas Day, Boxing Day,

 plus two other days

 New Year’s Day.

**Notice Provision:** Two month’s notice on either side.

**Pension:** Staff are eligible to join the Pension Scheme administered by Warwickshire County Council. You will automatically be entered into the scheme unless you opt out. Full details of the County Scheme will be provided to the successful candidate.

**Health:** You will be expected to complete a medical questionnaire. The Council’s medical adviser will determine whether a full medical examination is required.

**Smoking:** The Council operates a total ban within The Council House and Old Bank House. This policy covers other areas under the Council’s control.

**Maternity/Paternity/** Details of the scheme are available on request or at interview.

**Adoption Leave:**

**Probation:** New entrants to Local Government will be expected to serve a probationary period of six months.

**Asylum and** Should you be successful with your application you will be
**Immigration Act:** required to produce an official document stating your National
 Insurance number (such as a P45 form, a National Insurance
 card, a P60 form or a payslip) prior to commencing work with the
 Council. Such document will be copied and returned to you. If
 you are unable to do this you will be required to produce one of
 a number of original documents from the list produced by the
 Home Office.

**Discrimination:** North Warwickshire Borough Council aims to recruit and employ personnel without regard to nationality, gender, colour or religion.

**Disability:** A disability or health problem does not preclude full consideration for the job and applications from suitable disabled people are welcome. All information provided by all applicants will be treated as confidential.