

Notes on Conditions of Service

Place of Work

The place of work will be Colleges Scotland's premises at Argyll Court, Castle Business Park, Stirling. The postholder will be required to undertake some duties at other locations in Scotland.

Contract/Hours of Work

The post will be offered on a full-time, permanent, basis under a contract of employment. Normal working hours are 35 hours per week between the hours of 8.00am and 6.00pm, Monday to Friday. Teams, however, are required to ensure there is cover within their areas between 9.00am and 5.00pm, Monday to Friday. Notwithstanding these normal hours of work, the postholder will be expected to devote to the post the hours necessary to discharge the duties.

Salary/Annual Leave Entitlement

The salary for the post will be up to £28,985. The postholder will also be entitled to 44 days annual leave (33 flexible days and 11 public days).

Superannuation Scheme

The postholder will be eligible to join the AEGON pension scheme.

Other Employment

The postholder is not permitted to engage in other employment without the written consent of the Chief Executive.

Equality of Opportunity Policy Statement

Colleges Scotland wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of discrimination.