



**PROPERTY ADMINISTRATIVE ASSISTANT**

**TERMS AND CONDITIONS**

Salary package	£13,997 to £15,454 per annum (6 increments within the grade). Our policy is to appoint to the minimum pay point applicable to the grade of the post, in this case £13,997.																				
Annual leave	23 days each year, pro-rata Holiday entitlement increases after 5, 10, 20 and 30 years' service to a maximum of between 32 and 37 days (depending on grade).																				
Contract type	Permanent																				
Hours	22 hours per week Flexi time is available, subject to business demands, and allows you to take up to 13 extra days flex leave per year.																				
Pension Scheme	Local Government Pension Scheme. The council contributes approximately 17.7% of your salary towards your pension. Your contributions will be based on your actual annual salary. The current rates are: <table border="1" data-bbox="646 1310 1342 1727"> <thead> <tr> <th>Actual or assumed pensionable pay</th> <th>Contribution rate</th> </tr> </thead> <tbody> <tr> <td>Up to £14,600</td> <td>5.5%</td> </tr> <tr> <td>£14,601 to £22,900</td> <td>5.8%</td> </tr> <tr> <td>£22,901 to £37,200</td> <td>6.5%</td> </tr> <tr> <td>£37,201 to £47,100</td> <td>6.8%</td> </tr> <tr> <td>£47,101 to £65,900</td> <td>8.5%</td> </tr> <tr> <td>£65,901 to £93,400</td> <td>9.9%</td> </tr> <tr> <td>£93,401 to £110,000</td> <td>10.5%</td> </tr> <tr> <td>£110,001 to £165,000</td> <td>11.4%</td> </tr> <tr> <td>More that £165,001</td> <td>12.5%</td> </tr> </tbody> </table>	Actual or assumed pensionable pay	Contribution rate	Up to £14,600	5.5%	£14,601 to £22,900	5.8%	£22,901 to £37,200	6.5%	£37,201 to £47,100	6.8%	£47,101 to £65,900	8.5%	£65,901 to £93,400	9.9%	£93,401 to £110,000	10.5%	£110,001 to £165,000	11.4%	More that £165,001	12.5%
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Life Assurance	Three times your actual annual pay (only applicable to employees contributing to the pension scheme).																				
Car parking	Free parking is available on campus (subject to a waiting list).																				

Salary sacrifice scheme for lease cars	The scheme is open to all staff with six months' service and an employment contract lasting for at least three years.
Healthcare cashplan scheme	Funded for all staff by the council, the scheme is offered through UK Healthcare and helps cover your day-to-day healthcare expenditure, such as optical and dental bills. Once you have completed treatment in respect of any of the benefits provided, you can claim back 100% of the cost, up to agreed policy limits.
Additional benefits	We provide an excellent benefits package for our staff, including a benefits platform which offers great discounts with a range of shops and providers, free flu vaccinations, subsidised health checks, interest free loans for training and travel, salary sacrifice scheme for bicycles, travel discounts and more.  See our website for more details: <a href="http://www.basingstoke.gov.uk/rte.aspx?id=182">http://www.basingstoke.gov.uk/rte.aspx?id=182</a>
Application Progress	We will contact you about the status of your application by email and would advise you to add our contact email address <a href="mailto:recruitment@basingstoke.gov.uk">recruitment@basingstoke.gov.uk</a> to your safe senders list through your email account to ensure our correspondence reaches you. Please also check your spam/junk folder email folder.
Recruitment Privacy Notice	Please see our privacy notice, found <a href="#">here</a> on the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.