



TERMS AND CONDITIONS
EXECUTIVE ASSISTANT

Salary	£25,463 to £32,233 per annum (8 increments within the grade).																				
Annual leave	23 days each year Holiday entitlement increases after 5, 10, 20 and 30 years' service to a maximum of between 32 and 37 days (depending on grade).																				
Hours	37 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	Local Government Pension Scheme. The council contributes approximately 19% of your salary towards your pension. Your contributions will be based on your actual annual salary. The current rates are: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Actual or assumed pensionable pay</th> <th style="text-align: left;">Contribution rate</th> </tr> </thead> <tbody> <tr> <td>Up to £14,100</td> <td>5.5%</td> </tr> <tr> <td>£14,101 to £22,000</td> <td>5.8%</td> </tr> <tr> <td>£22,001 to £35,700</td> <td>6.5%</td> </tr> <tr> <td>£35,701 to £45,200</td> <td>6.8%</td> </tr> <tr> <td>£45,201 to £63,100</td> <td>8.5%</td> </tr> <tr> <td>£63,101 to £89,400</td> <td>9.9%</td> </tr> <tr> <td>£89,401 to £105,200</td> <td>10.5%</td> </tr> <tr> <td>£105,201 to £157,800</td> <td>11.4%</td> </tr> <tr> <td>More than £157,801</td> <td>12.5%</td> </tr> </tbody> </table>	Actual or assumed pensionable pay	Contribution rate	Up to £14,100	5.5%	£14,101 to £22,000	5.8%	£22,001 to £35,700	6.5%	£35,701 to £45,200	6.8%	£45,201 to £63,100	8.5%	£63,101 to £89,400	9.9%	£89,401 to £105,200	10.5%	£105,201 to £157,800	11.4%	More than £157,801	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	<p>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.</p> <p>See our website for more details: http://www.basingstoke.gov.uk/rte.aspx?id=182</p>
Application Progress	<p>We will contact you about the status of your application by email and would advise you to add our contact email address recruitment@basingstoke.gov.uk to your safe senders list through your email account to ensure our correspondence reaches you.</p> <p>Please also check your spam/junk folder email folder</p>
Recruitment Privacy Notice	Please see our privacy notice, found here 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.