



## Conditions of Service

<b>Post</b>	Business Support Assistant [MASH]
<b>Employment status</b>	Fixed Term until 31 March 2022
<b>Grade &amp; Salary</b>	Pay Band C / SCP 3 – 4 / £18,562 - £18,933 per annum Pay Band D / SCP 5 – 6 / £19,312 - £19,698 per annum Pay Band E / SCP 7 – 11 / £20,092 - £21,748 per annum (Career Progression Bar at the top of each Pay Band)
<b>General</b>	The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.
<b>Hours of work</b>	36 hours per week
<b>Basic annual leave</b>	158.4 hours per annum
<b>Medical</b>	The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.
<b>Training</b>	The Council is a recognised 'Investor in People' and encourages training and development for all employees.
<b>Pension</b>	You are automatically entered into the Local Government Pension Scheme, unless you elect not to join. Employees with contracts of employment of less than three months are not eligible to join the scheme. Contributions rates are dependant on salary as per the contribution rates shown below.
<b>Childcare vouchers</b>	The Council is in partnership with a childcare voucher provider, Sodexo who offer existing members a salary sacrifice scheme. However, due to government changes the childcare voucher scheme closed to <b>new</b> entrants in October 2018. Therefore if you were not an existing member of Sodexo prior to October 2018, you will not be eligible to join. There is a government alternative to the Childcare Voucher Scheme called Tax Free Childcare. Further information can be found on the Government website.



## Pension contribution rates

The table below sets out the contribution bands which will be effective from 1 April 2020. These are based on the pay bands for **2020/2021**, with the result rounded down to the nearest £100.

	Pensionable Pay for an Employment	Main Section	50/50
		Gross Contribution	Gross Contribution
1	£0 - £14,600	5.50%	2.75%
2	£14,601 - £22,800	5.80%	2.90%
3	£22,801 - £37,100	6.50%	3.25%
4	£37,101 - £46,900	6.80%	3.40%
5	£46,901 - £65,600	8.50%	4.25%
6	£65,601 - £93,000	9.90%	4.95%
7	£93,001 - £109,500	10.50%	5.25%
8	£109,501 - £164,200	11.40%	5.70%
9	£164,201 or more	12.50%	6.25%

The pay ranges in the **Contribution rate** column of the table is increased on the 1st of April each year by applying the rate of pension increase applied to public sector pensions on the 1st of April that year and rounded down to the nearest £100.

If an active member has a permanent material change to his or her terms and conditions of employment which affects his or her pensionable pay, the employer may determine a different contribution rate to reflect that new annual pensionable pay. This can be either an increase or a decrease.



## Exempted posts – Disclosure & Barring Service (DBS) disclosure

Knowsley Metropolitan Borough Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

Certain posts are subject to a Disclosure & Barring Service check due to the nature of the work being undertaken. All candidates who are successful at interview for one of these posts will be asked to complete an application form for a 'disclosure' check by the Disclosure & Barring Service before the appointment is confirmed.

Whilst the council supports the rehabilitation of ex-offenders, it is obliged in the recruitment of all employees to use an Exemption Order of the Rehabilitation of Offenders Act 1974 in order to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust are involved. If you apply for a post that is subject to a disclosure, you will be advised in the recruitment job pack.

Having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from being appointed to the post as any decision to employ will be considered on the individual circumstances of each case.

If you are in doubt about what you should declare, you can ask advice from a member of the Human Resources Division 0151 443 3434.

Further information about the Disclosure & Barring Service, including how information is assessed in line with the Rehabilitation of Offenders Act 1974 can be found on their website: [www.crb.gov.uk](http://www.crb.gov.uk)

## Safeguarding

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline