

Reception Service Assistant

Summary of Terms and Conditions

Work Base:	Vacancies primarily at the University of Southampton on the Highfield Campus, although you may also be required to work at other sites.
Hours of Work:	All of our contracts for Student Staff posts are offered on a 'zero hours' basis which means we will offer you hours as required
Right to Work:	If you require a visa (such as a Tier 2) to work in the UK, please note that SUSU is NOT a sponsoring organisation and is therefore not able to sponsor you for a visa.
Rate of Pay:	Student Staff Level 1 - £12.71 per hour
Holiday Entitlement:	Pay for accrued holiday entitlement will be based on a pro rata of 28 days leave at 12.07% of earnings. Your accrued holiday entitlement will be identified separately in your payslip
Pension:	The Union will comply with employer pension duties in accordance with Part 1 of the Pensions Act 2008.
Probation period:	There will be a probation period of four weeks (or eight shifts, whichever is longer). Failure to attend, successfully complete training or demonstrate good performance during the specified time period may result in the immediate termination of your contract.