



# General Terms & Conditions

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## 1. References & Recruitment Checks

All offers of employment are subject to the receipt of at least two written references deemed acceptable by the museum. One of which must be your most recent employer and they must cover a period of at least 3 years; please ensure that you have two suitable referees in place before applying for the role. You will also be required to provide proof of your highest qualifications and your right to work in the UK.

Prior to the recruitment process a health and safety risk assessment is undertaken for each role and if it has been identified by the museum as a safety critical role you will be required to complete a health assessment questionnaire to ensure your continued health, safety and wellbeing and that of your colleagues whilst you are at the museum.

## 2. Working With Children or Adults at Risk

Unless this post involves working in a regulated activity as detailed in the Safeguarding Vulnerable Groups Act 2006, we will only carry out a Basic Criminal Records check via Disclosure Scotland. A Basic Disclosure will only reveal unspent convictions. The job description will detail whether a Disclosure and Barring Service check is required and further information provided.

A criminal record may not necessarily be a bar to employment, as any decision will be treated on its merits and individual circumstances subject to the museum's overriding obligations to protect the children and adults at risk, members of the public, the safety of the museum's staff and the Collection. Consideration will be given to the museum's Safeguarding Children & Adults at Risk policy and the policy on Employing People with Criminal Records.

## 3. Hours of Work

The museum is normally open to the public from 10.00 to 18.00 every day of the week, and also operates regular breakfast and evening openings throughout the year.

The standard working week for full time appointments is normally 35 hours. Standard office hours are normally 09.30am - 5.15pm Monday - Friday. If a post is part-time, the hours will be stated in the advertisement and job description for the post. Lunch breaks are unpaid and are normally 45 minutes.

From time to time, the working day may start or finish rather earlier or later than in other organisations. Working days will not (except for shift workers) normally be outside of the hours from 07.00 to 19.00 unless special arrangements apply to your role, such as breakfast or evening functions.

## 4. Salary

The salary for posts will be as it appears in both the advertisement and job description. New starters are normally appointed to the bottom of the advertised salary scale.

## **5. Payment**

Employees are paid on the last working day of the month via BACS. Starters before the 15<sup>th</sup> of the month will be paid their first salary on the last working day of that month; those starting after 15<sup>th</sup> will be paid in the following month.

## **6. Membership of the Local Government Pension Scheme (LGPS)**

All permanent members of staff and those on fixed term contracts will automatically join the local government pension scheme administered by the City of London, unless they opt out. Contribution rates depend upon your salary but generally range between 5.5% and 7.5% of salary. Members receive a number of benefits from the scheme and it is possible for contributions which have been paid into another Local Government Scheme to be transferred, as long as there is no break in service. More information can be found here: <http://www.lgps.org.uk>

## **7. Probation**

New employees are normally required to serve a 6 month probation period, during which the employee is expected to demonstrate his/her suitability for the post. The probationary period may be extended.

## **8. Annual Leave**

The leave year runs from 1 January to 31 December. Annual leave entitlement for is 25 days per year plus bank holidays (rising to 30 after 5 years) and this is pro-rated for part time staff. As the museum is closed on Christmas Eve, staff must reserve one days leave if it falls on a working day. Leave requests are granted at the discretion of line managers.

## **9. Annual Season Ticket Loan**

Once new starters have successfully passed their probation period, an interest free season ticket loan is available to permanent members of staff and those on fixed term contract of more than 12 months using former British Rail services and London Transport. The repayment period is ten months.

## **10. Sickness Benefit**

The Museum of London has a comprehensive sickness benefit scheme; full details are available upon commencing.

## **11. Notice Periods**

The period of notice that is normally required by both is one month during probation and thereafter. For senior roles this may be 2-3 months depending on the seniority of the role.

## **12. Non-Contractual Benefits**

Museum staff are entitled to a variety of non-contractual benefits, including 20% discounts in our own shops, cafes and restaurants; as well as through local services such as health, leisure and beauty on production of a Museum of London identity card or Cheapside Privilege card.

Staff also have the opportunity to apply for an interest free bike loan, as well as a salary sacrifice scheme for childcare vouchers, administered by Co-operative Childcare.

Staff can access museum exhibitions for free and are often provided with “plus one” tickets. The museum is part of a reciprocal arrangement which enables free entry to paying exhibitions at other London museums and galleries. The museum also provides an independent and totally confidential Employee Assistance Helpline which staff may use for a range of issues including personal and financial advice.