



# GENERAL TERMS & CONDITIONS

The Museum of London offers blended working for some of our roles where this is possible. Blended working means working on site two days per week (pro-rata for part-time staff), with the remainder being worked remotely. If blended working is possible in the role you have applied for, this will be confirmed on the job description.

## 1. REFERENCES AND RECRUITMENT CHECKS

All offers of employment are subject to the receipt of at least two written references considered acceptable by the museum. One of which must be your most recent employer and they must cover a period of at least 3 years. You will also be required to provide proof of your right to work in the UK and if relevant to your role, proof of required qualification/s.

If the role you have applied for is 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. DISCLOSURE CHECKS

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. 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 Placing People with Criminal Records

## 3. HOURS OF WORK

The museum is currently open to the public from 10.00 to 17.00 from Wednesday–Sunday, and operates regular breakfast and evening openings throughout the year.

The standard working week for full-time roles is normally 35 hours; this differs slightly for the following teams:

<b>Role</b>	<b>Weekly Working Hours</b>
Communications	38
Security	38
Retail	37.5
Visitor Experience	37.5
Facilities	37.5

Core working hours are normally 10:00 to 16:00 from 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.

Please note that Visitor Experience, Security, Retail and some of our other posts will involve weekend working, public holiday working and some hours in the evenings subject to the rostering arrangements. For security staff this may be overnight.

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 15th of the month will be paid their first salary on the last working day of that month; those starting after 15th will be paid in the following month.

#### **6. MEMBERSHIP OF THE LOCAL GOVERNMENT PENSION SCHEME (LGPS)**

All employees will be automatically joined to 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 5.8% and 10% 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 their 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 full-time employees is 25 days per year plus bank holidays (rising to 30 after 5 years' continuous service) and this is pro-rated for part time employees. 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 employees 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 the museum and employee is one month during probation and thereafter. For more senior roles this may be 2-3 months depending on the seniority of the role.

## **12. NON-CONTRACTUAL BENEFITS**

Visit the link below to see the variety of non-contractual benefits the museum offers to staff.

**<https://www.museumoflondon.org.uk/about-us/jobs/why-work-us/staff-benefits>**