



OFFICE ADMINISTRATOR

SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Full Time, Fixed Term Contact - 12 months.
Office location:	Alban Dobson House, Green Lane, Morden, SM4 5NS Flexible working by arrangement
Salary:	£24,500 to £25,500 per annum (depending on experience)
Commencement Date:	As soon as possible
Probation period:	The probationary period is six months. During the probationary period the notice period by either party is one week.
Holidays:	Annual leave entitlement of 25 days plus Bank Holidays, increasing by 1 day per annum to a maximum of 30 days.
Hours of Work:	The basic working week is 35 hours (9am-5pm) although you will be expected to work such hours as are necessary in order to fully discharge the responsibilities of your role. Overtime is not payable.
Notice Period:	After probationary period from employer, one month from employee, one month.
Staff Benefits:	Haig offers a company pension, optional private medical insurance and a 3x salary death in service benefit.
Head Office:	Haig Housing, Alban Dobson House, Green Lane, Morden, Surrey SM4 5NS.

Please note that an offer of employment will be subject to satisfactory references and medical report