



OPERATIONS OFFICER

SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Permanent
Office location:	Alban Dobson House, Green Lane, Morden, SM4 5NS
Salary:	c. £25,500 per annum
Commencement Date:	As soon as possible
Probation period:	The probationary period is 6 months. During the probationary period the notice period by either party is one week.
Holidays:	Annual leave entitlement of 25 days pro rata, plus Bank Holidays
No Smoking:	A No Smoking policy operates in the office.
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.
London Office:	Haig Housing, Mountbarrow House, 6-20 Elizabeth Street, London SW1W 9RB
Home Working:	Haig will supply IT equipment as necessary to facilitate any home working that may be required during the coronavirus pandemic.

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