



## Corporate Services Director

### Summary of Key Terms and Conditions of Employment

<b>Contract:</b>	Permanent 35 hour week
<b>Location:</b>	Office in Morden, SM4 5NS; flexible working by arrangement
<b>Salary:</b>	c£60,000 pa negotiable according to experience
<b>Commencement:</b>	March 2022, subject to availability
<b>Probation period:</b>	Six months, during which notice period by either party is one week.
<b>Holidays:</b>	Annual entitlement of 27 days pro rata, plus Bank Holidays, increasing by 1 day per annum to a maximum of 32 days.
<b>No Smoking:</b>	A No Smoking policy operates in the office.
<b>Hours of Work:</b>	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.
<b>Notice Period:</b>	After probationary period: from employer, one month; from employee, three months.
<b>Staff Benefits:</b>	Haig offers a generous company pension, optional private medical insurance and a 3x salary death in service benefit.
<b>Head Office:</b>	Haig Housing, Alban Dobson House, Green Lane, Morden, Surrey SM4 5NS.

Please note that any employment offer is subject to satisfactory references and medical.