**OPERATIONS OFFICER**

**SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT**

**Contract type:** Fixed Term Contract – 3 Months.

**Office location:** Alban Dobson House, Green Lane, Morden, SM4 5NS

**Salary:** £26,000 - £28,000 per annum depending on experience

**Commencement Date:** As soon as possible

**Probation period:** The probationary period is 3 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

October 2021