****

**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