



## ESTATE SURVEYOR SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

<b>Contract type:</b>	Position 1: Permanent (Operational Area 2 – c.666 properties)  Position 2: Fixed Term 1 year (Operational Area 3 – c.402 properties)
<b>Operational area:</b>	Area 2: Central & East (inc London, Kent, Essex, Norfolk) Area 3: Central & West (inc Berks, Oxfordshire, Hants, Wiltshire, Gloucestershire, Cornwall)
<b>Head Office location:</b>	Alban Dobson House, Green Lane, Morden, SM4 5NS
<b>Salary:</b>	£34,000-£38,000 pa dependent on experience + car allowance £5,425 pa
<b>Commencement Date:</b>	as soon as possible
<b>Home Working:</b>	You will work from home and attend Head Office as mutually agreed. You will ideally be based centrally in the Operational Area. Haig will supply IT equipment as necessary to facilitate home working.
<b>Car user:</b>	You will have a full driving licence and your own vehicle.
<b>Probation period:</b>	The probationary period is 6 months for Position 1 The probationary period is 3 months for Position 2 During the probationary period the notice period by either party is one week.
<b>Holidays:</b>	Annual leave entitlement of 25 days, plus Bank Holidays
<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, one month. For Position 2, the employment will terminate after one year.
<b>Staff Benefits:</b>	Haig offers a company pension, optional private medical insurance and a 3x salary death in service benefit.

Any offer of employment will be subject to satisfactory references and medical report