



## **SENIOR REPAIR OFFICER (TEMP)**

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

<b>Contract type:</b>	Six months fixed term
<b>Office location:</b>	Alban Dobson House, Green Lane, Morden, SM4 5NS
<b>Salary:</b>	c. £30,000 per annum according to experience
<b>Commencement Date:</b>	As soon as possible
<b>Probation period:</b>	The probationary period is 3 months. During the probationary period the notice period by either party is one week.
<b>Holidays:</b>	Annual leave entitlement of 25 days pro rata, plus Bank Holidays, increasing by 1 day per annum to a maximum of 30 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, one month.
<b>Staff Benefits:</b>	Haig offers a 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.
<b>London Office:</b>	Haig Housing, Mountbarrow House, 6-20 Elizabeth Street, London SW1W 9RB

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