

SUPPORT HUB OFFICER SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Permanent
Office location:	Alban Dobson House, Green Lane, Morden, SM4 5NS This is a partially home based, partially office based position
Salary:	£24,500-£27,000 per annum according to experience
Commencement Date:	As soon as possible
Probation period:	The probationary period is 6 months. During the probationary period the notice period by either party is one week. Probation for an internal applicant will take the form of review meetings with the Line Manager over a 3 month period.
Holidays:	Annual leave entitlement of 25 days pro rata, plus Bank Holidays. Leave will remain as per current entitlement for internal applicants.
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 Notice will remain as per current entitlement for internal applicants.
Staff Benefits:	Haig offers a company pension, optional private medical insurance and a 3x salary death in service benefit.
Home Working:	Haig will supply IT equipment as necessary to facilitate home working