

GROUNDS MAINTENANCE OPERATIVE
SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Permanent
Office location:	Alban Dobson House, Green Lane, Morden, SM4 5NS
Salary:	£19,777 per annum
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.
Holidays: Holidays	Annual leave entitlement of 25 days pro rata, plus Bank
No Smoking:	A No Smoking policy operates in the office.
Hours of Work:	The hours of work are an average of 35 hours per week, to be worked as follows: Summer (March-October) average 8 hours a day 0730 to 1630 with 1 hour lunch break Winter (November-February) average 5 hours a day 0800 to 1300 with 20 minute tea break and no lunch break
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