****

**OPERATIONS OFFICER**

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

**Contract type:** 12 Month Fixed Term Contract, Full Time

**Office location:** Alban Dobson House, Green Lane, Morden, SM4 5NS

**Salary:** £26,000 - £28,000 per annum depending on experience

**Commencement Date:** As soon as possible

**Probation period:** The probationary period is 3 months. During the probationary

period the notice period by either party is one week.

**Holidays:** Annual leave entitlement of 25 days pro rata, plus Bank Holidays

**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.

**Staff Benefits:** Haig offers a company pension, optional private medical

insurance and a 3x salary death in service benefit.

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

and medical report