



SUMMARY OF TERMS AND CONDITIONS OF SERVICE

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| Post: | Executive Assistant to Housing Services Director |
| Salary: | £32,948 per annum. There is a cost of living salary review each April. |
| Performance Pay: | On successful completion of probation employees are eligible to join a performance related bonus scheme which currently pays up to 5% of salary each financial (April to March) year if targets are met. |
| Pension: | Non-contributory 8% of Annual salary paid by the Trust. Individuals may add to this contribution. |
| Annual Leave: | 27 days rising to 29 days after 5 years service. |
| Head Office: | Our Head Office is a purpose built office in Tottenham Hale, just 2-3 minutes walk from rail, tube and bus services. |
| Probationary period: | The appointment will be subject to a six month probationary period. |
| Notice Period After probation: | Two months. |
| Working Hours: | Newlon staff work a 35 hour week. We also offer the potential of Hybrid working which may allow up to a maximum of 3 days a week working from home depending on the role. This will be discussed with your line manager. A flexi time scheme is operated at Newlon. |
| Other Conditions: | All offers of employment are subject to satisfactory references relating to your last 3 years of employment. We will also require you to complete a Health Questionnaire to enable us to identify whether any adjustments are needed to enable you to carry out the role. |
| Other Benefits: | Newlon offers a generous benefits package which currently includes a health cash plan, income protection in the event of serious illness and life insurance of four times annual salary. |

These terms and conditions are given for guidance purposes. The conditions outlined above are given without prejudice and do not form part of any legally binding employment contract.