



## **SUMMARY OF TERMS AND CONDITIONS OF SERVICE**

|                             |   |
|-----------------------------|---|
| <b>Post:</b>                | Administrator – Asset Management  |
| <b>Salary:</b>              | £29,770 per annum. There is a cost of living salary review each April.  |
| <b>Performance Pay:</b>     | 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.  |
| <b>Pension:</b>             | Non-contributory 8% of Annual salary paid by the Trust. Individuals may add to this contribution.   |
| <b>Annual Leave:</b>        | 27 days rising to 29 days after 5 years service.  |
| <b>Head Office:</b>         | Our Head Office is a purpose built office in Tottenham Hale, just 2-3 minutes walk from rail, tube and bus services.  |
| <b>Probationary Period:</b> | The appointment will be subject to a six month probationary period.   |
| <b>Working Hours:</b>       | 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.       |
| <b>Other Conditions:</b>    | 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. |
| <b>Other Benefits:</b>      | 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.**