



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

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|-----------------------------|---|
| <b>Post:</b>                | Health and Safety Officer   |
| <b>Salary:</b>              | £40,349 per annum   |
| <b>Performance Pay:</b>     | On successful completion of probation employees are eligible to join a performance related pay scheme which currently pays up to 5% of salary each year if PRP 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>Training:</b>            | Newlon has Investors in People accreditation at gold level which is a demonstration of our commitment to developing people. It operates a positive approach to training and encourages all staff to develop to their maximum potential through both in-house and external training courses. |
| <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. A flexi time system is operated at Newlon. In order to meet customer demand, the post holder will be expected to work some early mornings, evenings and weekends.   |
| <b>Other Conditions:</b>    | All offers of employment are subject to satisfactory references relating to your last 3 years of employment or study. 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.**