



## SUMMARY OF TERMS AND CONDITIONS OF SERVICE

<b>Post:</b>	Executive Assistant to Property Services Director
<b>Salary:</b>	£29,020 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.**