

MARY FEILDING GUILD

SALARY & HOURS - HR ADMINISTRATOR

Hours per week:	20 hours
Time of work:	9.00am to 13.00, except on interview days which may require an 8:0am start
Days of work:	Monday to Friday inclusive
Holiday:	20 days leave pro-rata + 8 bank holidays pro-rata
Salary:	£24, 726 pro rata at £13,187 for 20 hours a week

Appointment is subject to receipt of a clear enhanced DBS disclosure and receipt of two references which are satisfactory to the Guild.

Appointment is also subject to completion of a satisfactory medical questionnaire and attendance at medical examination, if required, which will be paid for by the Guild.

There will be a six month probationary period during which time both parties can assess the suitability of the arrangements.

For the first three months, notice will be one week by either party and thereafter one month. The Guild reserves the right to pay in lieu of notice.

These terms do not form part of any employment contract.