

TERMS AND CONDITIONS FOR POST OF MAINTENANCE MANAGER – INFORMATION ONLY

Salary:	£37,000 (pay review after successful completion of probationary period)
Hours per week:	37.50 (1/2 hour unpaid break each day, which must be taken)
Days/hours of work:	Monday to Friday: 9.00 – 5.00pm normally. As a manager it may be necessary at times to work irregular hours in order to complete your duties.
Call out:	In the event of an emergency call out you may be required to attend the Guild. Payment will be at £18.97 per hour and will be paid subject to receipt of claim and authorisation being made in line with the Guild's approved procedure.
Holiday:	20 annual leave holidays and 8 bank holidays. Annual leave holidays increase on an incremental basis relating to length of service by between an additional 2 – 5 days per annum.
Probation period:	6 months – can be extended for an additional 3 months.
Location:	Mary Feilding Guild is located in London N6.

The post holder must reside within an hour's commute of the Guild.

These terms are not binding and do not form any part of a contract of employment