

# MARY FEILDING GUILD

## SALARY & HOURS - MAINTENANCE MANAGER

### **Terms & Conditions – information only**

Salary: £36,000 (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, 9.00am - 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 £18.46 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.

Appointment is subject to receipt of a clear enhanced DBS (previously CRB) check and receipt of two references which are satisfactory to the Guild.

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

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