

TEACHERS' HOUSING ASSOCIATION

**SCHEME MANAGER**

Queen Mother Court  
151 Sellywood Road, Bournville, Birmingham, B30 1TH

**PROVISIONAL TERMS OF EMPLOYMENT**

<b><u>ANTICIPATED DATE OF COMMENCEMENT:</u></b>	As soon as possible.
<b><u>OUTLINE OF DUTIES:</u></b>	As per attached schedule.
<b><u>HOURS OF WORK:</u></b>	Five day week Monday - Friday (35 hours)
<b><u>HOLIDAYS:</u></b>	23 days per year rising to 28 days per year after 5 years continuous service.
<b><u>SALARY:</u></b>	THA Scale 21-24: £22,488 per annum, paid monthly in arrears. (Subject to annual review - next review April 2019)
<b><u>PENSION:</u></b>	Participation in The Pensions Trust
<b><u>PROBATIONARY PERIOD:</u></b>	Six months.
<b><u>NOTICE:</u></b>	Two full calendar months on either side once confirmed in post.
<b><u>MEDICAL:</u></b>	Appointment subject to satisfactory medical report.
<b><u>REFERENCES:</u></b>	Appointment subject to two satisfactory current references and DBS disclosure.

*THA is an Equal Opportunities Organisation and a charitable housing association.  
A copy of our Equality & Diversity Statement is attached for your information.*