



**PROVISIONAL TERMS OF EMPLOYMENT
MAINTENANCE ADMINISTRATOR – MATERNITY COVER**

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| ANTICIPATED DATE OF COMMENCEMENT: | April 2019 |
| OUTLINE OF DUTIES | As per attached Job Description |
| DAYS & HOURS OF WORK | Five day week Monday – Friday (35 hours) 9.00am - 5.00pm. A flexitime system operates in our Head Office (Rugby Chambers) |
| HOLIDAY ENTITLEMENT | 23 days per year (plus Public Holidays) Additional office closure between Christmas and New Year. |
| SALARY | THA Scale 25: £31,428 per annum including London Weighting Allowance paid monthly in arrears. |
| PENSION | Eligibility for participation in The Pensions Trust pension scheme. |
| NOTICE PERIOD | Two weeks on either side. |
| REFERENCES | Appointment subject to two satisfactory references and a DBS disclosure. |

***Teachers' Housing Association is an Equal Opportunities Organisation
and a charitable housing association.***