

TEACHERS' HOUSING ASSOCIATION

SCHEME MANAGER

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

PROVISIONAL TERMS OF EMPLOYMENT

<u>ANTICIPATED DATE OF COMMENCEMENT:</u>	As soon as possible.
<u>OUTLINE OF DUTIES:</u>	As per attached schedule.
<u>HOURS OF WORK:</u>	Five day week Monday - Friday (35 hours)
<u>HOLIDAYS:</u>	23 days per year rising to 28 days per year after 5 years continuous service.
<u>SALARY:</u>	THA Scale 21-24: £22,938 per annum, paid monthly in arrears. (Subject to annual review - next review April 2020)
<u>PENSION:</u>	Participation in The Pensions Trust
<u>PROBATIONARY PERIOD:</u>	Six months.
<u>NOTICE:</u>	Two full calendar months on either side once confirmed in post.
<u>MEDICAL:</u>	Appointment subject to satisfactory medical report.
<u>REFERENCES:</u>	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.*