

TEACHERS' HOUSING ASSOCIATION

**SCHEME MANAGER**

Romaleyn Gardens, Paignton, Devon

**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 Job Description.
<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> (Paid monthly in arrears – subject to annual review – next review April 2021)	Residential: THA Scale 11 - 14 i.e. £18,483 per annum  Non Residential: THA Scale 24 – 27 i.e. £24,961 per annum
<b><u>ACCOMMODATION:</u></b> (Applicable only for residential post)	3 Bedroom Flat; rent, heating, hot water and water rates free. <b><u>No pets are allowed</u></b> (Note: these are taxable benefits)
<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.*