

TERMS OF EMPLOYMENT

CONTRACT DURATION

This is a three year fixed term full time contract.

LOCATION

This position will be field based, working from home

SALARY

In the range of £32 000 -£34 000 per annum per annum depending on skills and competencies, paid monthly in arrears

WORKING HOURS

35 hours per week Monday to Friday and depending on work load you may be required to work additional hours.

HOLIDAYS

The holiday entitlement is 25 days per annum plus statutory bank holidays, increasing to 30 days after 10 years' service.

SICK PAY

During the first three months of employment or the probationary period (whichever is the longer) you will only be paid your Statutory Sick Pay entitlement. After this period you will receive full basic pay during any sickness absence up to 20 days in any 12 month period. The Statutory Sick Pay will be included in this sick pay. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor's certificate will be required.

PENSION SCHEME

You will be automatically enrolled in Landmark's pension scheme.

MEDICAL HEALTH

Private health insurance, currently with BUPA, will be provided when you have been with Landmark for a year. Landmark's contribution will be pro-rated for part-time employees.

NOTICE

The appointment is subject to satisfactory completion of an initial 6 month probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to one week's notice on either side. A minimum of 3 month's notice in writing on either side applies after the end of the probationary period.

HEALTH & SAFETY

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

CONTRACT

The successful applicant will be required to sign Landmark's Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark's Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.