

# Digital Administrative Assistant (Maternity Cover)

## Summary of Terms and Conditions

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<b>Type of Contract:</b>	Fixed term (maternity cover), for up to 12 months
<b>Work Base:</b>	University of Southampton Highfield campus, though responsible for activity across all campuses
<b>Hours of Work:</b>	35 hours per week
<b>Right to Work:</b>	If you require a visa (such as a Tier 2) to work in the UK, please note that SUSU is NOT a sponsoring organisation and is therefore not able to sponsor you for a visa.
<b>Salary Grade:</b>	Grade 2, currently £24,362. A cost of living award is agreed by the Trustees and usually awarded in August of each year.
<b>Salary Progression:</b>	Progression through the salary grade is subject to work performance and demonstrating SUSU's behaviours.
<b>Holiday Entitlement:</b>	24 days per annum. In addition, there are eight closure holiday days during Easter and Christmas and 8 bank holidays.
<b>Pension:</b>	Nest (National Employment Savings Trust) is the workplace pension. You will contribute 5% and the organisation will contribute 3%.
<b>Probation period:</b>	3 months