

Digital Administrative Assistant (Maternity Cover)

Summary of Terms and Conditions

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| Type of Contract: | Fixed term (maternity cover), for up to 12 months |
| Work Base: | University of Southampton Highfield campus, though responsible for activity across all campuses |
| Hours of Work: | 35 hours per week |
| Right to Work: | 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. |
| Salary Grade: | Grade 2, currently £24,362. A cost of living award is agreed by the Trustees and usually awarded in August of each year. |
| Salary Progression: | Progression through the salary grade is subject to work performance and demonstrating SUSU's behaviours. |
| Holiday Entitlement: | 24 days per annum. In addition, there are eight closure holiday days during Easter and Christmas and 8 bank holidays. |
| Pension: | Nest (National Employment Savings Trust) is the workplace pension. You will contribute 5% and the organisation will contribute 3%. |
| Probation period: | 3 months |