

# FACILITIES ASSISTANT

## Summary of Terms and Conditions



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<b>Type of Contract:</b>	Continuous, Permanent
<b>Work Base:</b>	University of Southampton Highfield campus, though responsible for activity across all campuses
<b>Hours of Work:</b>	28 hours per week (4 days on, 4 days off)
<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 Band:</b>	Up to £22,000 pro rata per annum. A cost of living award is agreed by the Trustees and usually awarded in August of each year
<b>Recruitment Salary:</b>	New appointments will be made within the first three points within the salary band.
<b>Salary Progression:</b>	Progression through the salary band is subject to work performance and demonstrating SUSU's behaviours.
<b>Holiday Entitlement:</b>	24 days per annum. In addition, there are six closure holiday days during Easter and Christmas and 8 bank holidays.
<b>Pension:</b>	Employees will be enrolled to the Southampton University Students' Union Retirement Fund. The employee contributes 6% of salary and the Union 10%.
<b>Probation period:</b>	6 months