**Summary of Terms & Conditions of Service**

Job Title: Maintenance Co-ordinator

Salary: EVH Grade 8 £46,728 - £50,556 per annum

Hours of Work: 35 per week (Flexitime is available and TOIL may be awarded if required to attend out with standard office hours)

Leave Entitlement: 25 days annual and 14 public holidays (2024/25)

Place of Work: 53 Ballindalloch Drive, Dennistoun, Glasgow, G31 3DQ

Notice Period: 1 month

Salary Payment Date: By the 24th of each month

Pension: The association offers a SHAPS Defined Contribution Scheme with the employer contributing a maximum of 10% of salary

Sickness Benefit: In any one rolling period of 52 weeks, we will pay a sickness allowance in line with the following scale:

|  |  |  |
| --- | --- | --- |
| Continuous service at the date sickness starts | Full allowance paid for: | Half allowance paid for: |
| Up to 1 year | 5 weeks | 5 weeks |
| Over 1 and under 2 years | 9 weeks | 9 weeks |
| Over 2 and under 3 years | 18 weeks | 18 weeks |
| Over 3 and under 5 years | 22 weeks | 22 weeks |
| Over 5 years | 26 weeks | 26 weeks |