

Terms and Conditions of Employment

Job Title: Postgraduate Research Administrator

Place of work: Trinity College, Stoke Hill, Stoke Bishop, Bristol BS9 1JP.

Salary: £8900 per annum.

Pension: There is eligibility to join a non-contributory pension scheme.

Working hours: 15 hours per week.

Holiday entitlement: 23 days per annum pro rata (69 hours) plus bank holidays. The college is normally closed between Christmas and the New Year.

Probationary period: Three months.

Notice: One month's notice by employee or employer after successful completion of probationary period.

Sickness: Standard terms are available for reference in our Employee Handbook.

Disciplinary and grievance: Standard procedures are available for reference in our Employee Handbook.

Lunches: Lunches may be taken free of charge in college when available on days you are contracted to work.

Medical report: The appointment is subject to a satisfactory medical report.

Car parking: There is usually ample space on site, free of charge.