

## Terms and Conditions of Employment

**Job Title:** Operations Manager.

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

**Salary:** Salary will be in the range of £34,000 to £37,000 pa, depending on experience. Salaries are reviewed every April and normally adjusted for cost of living.

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

**Working hours:** The standard working hours are 37.5 per week, Monday to Friday 8.30 to 5.00, though some evening and weekend working will be required from time to time, in which case TOIL can be taken during standard hours.

**Holiday entitlement:** 23 days per annum pro rata plus bank holidays. In addition, the college is normally closed between Christmas and the New Year.

**Probationary period:** Three months.

**Notice:** Three months' 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.

**Disclosure and Barring Service:** The appointment is subject to satisfactory clearance through the DBS.