

MARY FEILDING GUILD

JOB DESCRIPTION SECRETARY/ADMINISTRATIVE ASSISTANT MATERNITY COVER 1 YEAR

Secretary / Administrative Assistant – Maternity Leave Cover - 1 year

Hours	28 hours a week 08.30 – 16.00 with half an hour break (unpaid) for lunch
Days of work	Monday – Thursday
Holidays	20 days leave pro-rata + 8 Bank Holidays pro-rata
Salary	£15,000 per annum; reviewed after six months

Appointment is subject to receipt of a clear enhanced CRB disclosure and receipt of two references which are satisfactory to the Guild.

There will be a six month probationary period during which time both parties can assess the suitability of the arrangements.

For the first two months, notice will be one week by either party, and thereafter one month. The Guild reserves the right to pay in lieu of notice.