

Operations Administrator

Summary of Terms and Conditions



Type of Contract:	Continuous, Permanent
Work Base:	University of Southampton Highfield campus, though responsible for activity across all campuses
Hours of Work:	35 hours per week
Right to Work:	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.
Salary Grade:	Grade 2, currently £21,735 to £23,757. A cost of living award is agreed by the Trustees and usually awarded in August of each year
Recruitment Salary:	New appointments will be made within the first three points within the salary grade.
Salary Progression:	Progression through the salary grade is subject to work performance and demonstrating SUSU's behaviours.
Holiday Entitlement:	24 days per annum. In addition, there are six closure holiday days during Easter and Christmas and 8 bank holidays.
Pension:	Employees will be enrolled to the Southampton University Students' Union Retirement Fund. The employee contributes 6% of salary and the Union 10%.
Probation period:	6 months