

CHOICE SUPPORT GROUP

SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

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| POST: | Chief Executive |
| SALARY: | £125,000 per annum |
| HOURS: | 37.5 hours per week. You will be expected to work such hours as are necessary for the satisfactory performance of your duties. |
| LOCATION: | Home based but expected to travel nationally, when required. Frequent travel to our offices in London and Maidstone, Kent. |
| PROBATION PERIOD: | 6 months. |
| ANNUAL LEAVE: | 30 days per leave year + public holidays |
| PENSION: | The Peoples Pension We match employee contributions up to 6% of salary. |
| NOTICE PERIOD: | Employer – Less than 12 months service – 1 months notice. After 12 months service - 3 months notice. Employee – 3 months' notice. |
| SICK LEAVE: | Less than 12 months service: Statutory Sick Pay only. After 1 years' service: 4 weeks full pay and 4 weeks half pay. (Please note that occupational sick pay is paid at management discretion). |
| MATERNITY LEAVE: | Staff with 12 months service before the qualifying week, who intend to return to work following maternity leave: 6 weeks at 90% of average salary (inclusive of SMP); 10 weeks at half pay plus the lower rate of SMP or 90% of average earnings (whichever is the lower) (provided that the combined pay does not exceed the normal full pay); 23 weeks at SMP; 13 weeks unpaid leave |
| LIFE ASSURANCE: | 2 x annual salary. |

Your Terms and Conditions of Employment are a matter of determination by the Company and may be changed from time to time.

November 2024