Outline of Current Post Benefits

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| **Post: Database Officer (FTC)**  |  |
| **Circa £30k**  |
| **GENERAL POINTS** |
| Salary, Holiday and Wellbeing days | Pro-rata if part-time/fixed term contract. |
| Salary Paid | By BACS monthly in arrears nominally on 20th of each month. |
| Holiday | 25 days per annum rising to 30 per annum over 5 years plus public holidays. Plus 3 wellbeing days. |
| Flexi-Time | The Flexi-time Policy aims to support employees to balance their work and home commitments and responsibilities.   |
| Health Cash Plan | Our Simplyhealth Cash Plan provides payments towards the cost of everyday healthcare bills such as dental check-ups or treatment, optical sight tests, contact lenses, glasses and physiotherapy, up to a set policy limit, with all pre-existing conditions covered. |
| Pension | Employees who meet the qualifying requirements will automatically be enrolled in a pension scheme from their start date at a default matched contribution. Employees can opt-out at any time.Employees can increase their contribution and the organisation will match contributions up to 5%. No payment can be made in lieu of, or to another scheme. |
| Death in Service | 2 times basic annual salary. |
| Parking  | Free car parking spaces are available for a limited number of cars with street parking also available close by. |
| Location | Ewell, Surrey (within zone 6), 30 minutes’ train journey from Waterloo and 15 minutes from Wimbledon. |
| Days/Hours of Work | Monday to Friday; 35 hours a week. |
| Notice Period | 1 month. |
| Travel & Expenses | Season Ticket Loan. Expenses as per current Samaritans Policy. |