## Student Progression Administrator

**SUMMARY OF TERMS & CONDITIONS OF SERVICE**

* SALARY £16,095 - £17,030 per annum
* HOURS 37 hours per week / 52 weeks per year
* HOLIDAY 27 days annual leave plus 5 days after 5 years’

Service

1. statutory days plus 3 concessionary days
* PENSIONS Participation in the Local Government

 Pension Scheme

* PROBATION 6 Month Probationary Period