

## 1. HOURS

The post is full-time, 37 hours per week, and will require flexible working hours in accordance with the fulfilment of your responsibilities and by agreement with your line manager. The term of the post is permanent.

## 2. PROBATIONARY PERIOD

The first three months of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period, your appointment will be confirmed. The employer reserves the right to extend your probationary period.

## 3. TERMINATION OF EMPLOYMENT

During the probationary period the notice required to be given either by you or Junction 12 to terminate your employment is one week.

Except during the probationary period, the length of notice which you are obliged to give the company to terminate your employment is one month.

Except during the probationary period, the length of notice which you are entitled to receive from Junction 12 to terminate your employment is one month. until you have been continuously employed for five years. Thereafter, you will be entitled to one week's notice for each completed year of service up to a maximum of twelve weeks.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

## 4. SALARY

The salary will be £29,000-£30,500 per annum dependent on qualifications and experience.

You will be paid in arrears monthly, on or before the 28<sup>th</sup> of each month.

## 5. PENSION ARRANGEMENTS

Junction 12 operates a Group Personal Pension Scheme for employees over 18 and under 75 years of age. An employer's contribution of 9% of total pensionable salary will be paid with an employee's contribution of 4%.

Life insurance cover of three times your annual salary is provided, with the premium being paid for by Junction 12.

## 6. HOLIDAYS

The holiday year runs from 1 July to 30 June. You will be entitled to 22 days paid holiday, plus 13 paid local and national holidays (or days in lieu of these when required to work). Annual leave entitlement increases by 1 day a year after a full year of employment, to a maximum of 25 days. Three of these days must be taken in the period between the Christmas and New Year national holidays.

January 2026