

CONDITIONS OF SERVICE
Operations Supervisor
Age UK Plymouth

Responsible to	Director of Operations
Hours of work	22.5 hours per week over 3 days (Wednesday – Friday)
Rate of pay	£13.1030 per hour
Place of work	Age UK Plymouth Centre's, where needed.
Probationary period	Subject to the satisfactory completion of a six month probationary period
Termination of employment	One month's notice in writing is required by either party. (Not applicable during probationary period, where statutory terms apply)
Holiday entitlement	The equivalent of 5.6 weeks per year pro rata in accordance with the employee handbook. 1 additional day added after each year of completed service up to a maximum of 5 days.
Sick pay entitlement	Company sick pay after successful completion of probation period