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COMMONWEALTH
WAR GRAVES
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JOB FACT SHEET
Agency Services Manager
United Kingdom & Northern Area

Hours of work 37 hours per week

Monday to Thursday: 08:30 – 17:00
Friday: 08:30 – 16:30

Annual Leave 25 days per annum. You will be awarded one additional annual leave day for each full completed year of service as at 1 January each year, until you have reached the maximum of 30 days.

Public Holidays 8 days per annum

Privilege Holidays Paid shutdown between Christmas and New Year
There is also a paid shutdown on the afternoon of Maundy Thursday. An additional paid privilege day may ordinarily be taken between 1 May and 31 August each year. However, the Commission reserves the right to move this day in accordance with the needs of the business

Probation Period Six months

Pay D2 Pay Range - £37,280 - £46,600 per annum, depending upon experience

Pension A Personal Pension Plan is offered, with the Commission contributing up to a maximum 13% of gross salary.

Life Assurance For employees up to the normal State Pension age, cover consists of six times pensionable salary for those in the Group Personal Pension Plan and three times basic salary for those who decide to opt out

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Information about how your data is used and the basis for processing your data is provided in our job applicant privacy notice published on our website.

Appointment will be subject to proof of original educational and/or professional qualifications required for the role, two satisfactory employment references, satisfactory medical clearance and proof of right to work in the UK.