

## Outline Terms & Conditions

<b>Job Title:</b>	<b>HR Business Partner</b>
<b>Salary:</b>	£56,000 per annum
<b>Hours:</b>	Normal weekly working hours will be 37 hours
<b>Location:</b>	Based from Saffron Barn, Long Stratton / Agile working from the office, home or a suitable location of the employee's choice.

### Term / Probation Period / Notice Period

<b>Term:</b>	Permanent
<b>Probation Period:</b>	6 Months
<b>Notice Period:</b>	1 week during the first six months then 1 month thereafter

### Holidays

Saffron offers 28 days holiday entitlement (pro rata for part-time).

Our holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December

### Pension / Healthcare

<b>Pension:</b>	Saffron is a member of the Aviva Workplace Defined Contribution Pension Scheme.
<b>Healthcare:</b>	Saffron provides a private healthcare scheme for all employees.