



The Prince & Princess
of Wales Hospice

Brief Outline of Terms and Conditions of Service

Executive Assistant

Salary	£25,867 (pro rata)
Reporting To	Senior Clinical Administrator
Hours of Work	30hrs per week
Holiday Entitlement	5 weeks annual + 10 days public holidays (pro rata)
Pension Arrangements	Hospice contributory scheme available
Sickness Benefit	Generous company scheme in line with length of service
Notice Period	1 calendar month