##

**Terms and Conditions**

**Administrator**

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| **Location** | Mamhilad Park Estate, Mamhilad, Monmouthshire.Working from home options available.  |
| **Salary** | £ 24,174 per annum (pro rata) |
| **Hours** | Part Time – 21 hours per week |
| **Leave** | 5 weeks annual leave All public holidays.Flexi-leave system |
| **Pension** | Defined contribution schemeSalary sacrifice options. |
| **Learning and Development** | We are committed to supporting our team with training and development for job proficiency, personal and career development. |
| **Offices** | Modern offices with free onsite car parking, café facilities and nursery. |