



HILLHEAD HOUSING ASSOCIATION

SUMMARY CONDITIONS OF SERVICE

January 2026

POST: PROPERTY SERVICES ADMINISTRATOR
(Part Time, 3 days, 21 hours)

GRADE: EVH Grade 5

SALARY: £30,250 -£33,617 pro rata
(Pay Award Pending April 2026)

PROBATION PERIOD: 6 MONTHS

HOURS OF WORK: 21 hours per week
(normal working hours 9am – 5pm
Wednesday - Friday preferred)

LOCATION: 2 Meiklehill Road, Kirkintilloch G66 2LA

HOLIDAYS: 25 Days per year, plus 15 statutory holidays
(pro rata)

PENSION: Member of SHAP Pension Scheme
(Defined Contribution)

NOTICE PERIOD: 4 weeks