



## HILLHEAD HOUSING ASSOCIATION

### SUMMARY CONDITIONS OF SERVICE

January 2026

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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