EMMANUEL COLLEGE

Further particulars relating to the post of Deputy Housekeeper

The College

Although Emmanuel College is part of the University of Cambridge, the relationship between College and University is academic rather than administrative. In all matters relating to finance and staff management, the College is completely autonomous. Staff are directly employed by the College, which handles all contractual and personnel matters. The College is a registered charity, with the members of the College Council as its Trustees; it is subject to supervision by the Charity Commission.

The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by the College Council and a Committee structure.

The role of the Master, who is the senior member of the College, is in some way similar to that of the Chairperson of the Board of Directors in industry. The "Directors" at Emmanuel College are certain Fellows who also act as College Officers: the Bursar, who is responsible for College financial, administrative and estate matters, including overall care of the fabric of the College, and for the staff who maintain and sustain it; the Senior Tutor, who has overall responsibility for the administration of student admissions to the College and its academic life including the administration of the Tutorial function and day to day student tutorial and welfare matters.

The Post

The duties of the Deputy Housekeeper are explained in the attached Job Description. The Household Department is responsible for excellent presentation and cleanliness throughout the College including student accommodation, resident Fellows, the Library, office and outside properties. The Deputy Housekeeper will assist the Housekeeper in the day to day management of the Department working from 7.30am to 2.30pm each day with 45 minutes for lunch.

The Household Department comprises a Housekeeper, Deputy Housekeeper, Household Services Manager and staff, Supervisors, Housekeeper (Outside property) and approximately 50 Bedmaker’s.

The Rewards

The College Terms and Conditions of Employment provide for:

- 25 days annual holiday for full-time positions (pro rata for part-time posts), in addition to statutory and bank holidays,
- membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- The salary will be in the range £19,232 - £20,767 depending on experience.

Other benefits include:

- Meal is available at lunch time at College expense,
- Travel to work loan scheme,
- Access to the College Gym and swimming pool,
- Part-time position for a total of 31¼ hours per week, although the demands of this post may involve working outside of these hours i.e. on the weekend following graduation.
- Various discount schemes are available from local traders.
Application

Applications should be via completion of the application form. The closing date for receipt of applications is 5pm on 12th March 2020.

Applications should be addressed to the HR Administrator, Emmanuel College, St Andrews Street, Cambridge, CB2 3AP and marked “Strictly Personal and Confidential” or via email to hr@emma.cam.ac.uk.