EMMANUEL COLLEGE

Further particulars relating to the post of Bedmaker

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 staff management, the College is completely autonomous. Members of staff are employed by the College, which handles all contractual and personnel matters.

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 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 Chairman 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; and the Senior Tutor, who has overall responsibility for admissions and the academic life of the College.

Reporting to the Bursar and the Senior Tutor are the Heads of Department, who together are responsible for some 160 staff members.

The Post

The duties of Bedmaker are explained in the attached Job Description.

The Rewards

The College Terms and Conditions of Employment for working each morning, Monday to Friday inclusive and provides for 25 days annual holiday, in addition to statutory and bank holidays, membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay). As an alternative the statutory auto-enrolment Pension Scheme that is a money purchase scheme will apply to this post with a contribution rate of 4% of gross pay; the College operates a scheme for payment whilst staff are incapacitated due to ill health and a meal at College expense at lunch time. The basic rate of pay is currently £8.58 per hour which for 20 hours per week equates to £8,957 per annum. Salary is paid monthly.

Application

Applications should be via completion of the attached application form.

Applications should be addressed for the attention of The HR Department, Emmanuel College, St Andrew’s Street, Cambridge, CB2 3AP and marked “Strictly Personal and Confidential”.

employeme/recruitm/further partic, Bedmaker