EMMANUEL COLLEGE

FURTHER PARTICULARS – Household Supervisor – Part-time

Emmanuel College, Cambridge

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 Household Department

The Household Department is made up of approximately 50 staff who are responsible for general cleaning across the entire College site including off-site accommodation and is responsible for cleaning a variety of areas including accommodation, study areas, guest houses and offices.

The Post

Reporting to the Housekeeper or their Deputy, Supervisors are responsible for managing Bedmakers on a day to day basis and overseeing cleaning of all areas of the College. The duties of Household Supervisor are explained in the Job Description for this role.

Remuneration

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 bank and public 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.
- Rate of pay is £18,188 per annum

Other benefits include:

- Travel to work loan scheme
- Access to the College Gym
- Permanent Health Insurance
- Life Insurance in conjunction with pension schemes
Various discount schemes are available from local traders

**Application**
Applications should be made via completion of an application form available from www.emma.cam.ac.uk/jobs

The closing date for receipt of applications is 5pm on Wednesday 30th March 2022.

Applications should be sent via email to hr@emma.cam.ac.uk

*Emmanuel College is an Equal Opportunities Employer*