

EMMANUEL COLLEGE

Further particulars relating to the post of Household Services Assistant

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 the Household Services Assistant (35 hours per week) are explained in the attached Job Description. You will work 35 hours each week, Monday to Friday from 7am to 4pm. In addition to this it is necessary for the post holder to be available to work at the weekend according to a work rota whereby one weekend in four is worked for up to 4 hours on a Saturday and Sunday to ensure the Public Areas are clean and tidy. An enhanced rate of pay is payable for working a weekend. An essential requirement is for the successful candidate to possess a full, clean, current UK driving licence.

The Rewards

The College Terms and Conditions of Employment for this post working Monday to Friday inclusive for 35 hours per week 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 a 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 salary will be in the range of £15,730 to £15,895 per annum paid monthly.

Application

Applications should be via completion of the enclosed application form. The closing date for receipt of completed applications is 5pm on 28 January 2019.

Applications should be addressed for the attention of the HR Office, Emmanuel College, St Andrew's Street, Cambridge, CB2 3AP and marked "Strictly Personal and Confidential".