

## 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 provide for:

- 25 days annual holiday (working each morning Monday to Friday), 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 OR auto-enrolment Pension scheme at 3.2% employee contribution)
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- Annual salary of £8,957 (based on 20hpw)

Other benefits include:

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

#### 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**".