



Selwyn College Cambridge

CHAPEL ADMINISTRATOR: TERMS AND CONDITIONS OF EMPLOYMENT

Contract Type: Permanent, part-time.

Hours of Work: 15 hours per week, worked for 35 weeks of the year, during academic terms.

Flexibility will be needed to adjust the daily hours of work to meet deadlines.

Overtime will be paid for any hours worked in excess of contractual hours.

Probation Period: The post is subject to a six-month probationary period.

Salary: £10.67 per hour (Cost of living award pending from 1 August 2018.)

Benefits:

- 33 days paid holiday pro rata per annum, including an allowance for bank holidays. Holidays will be taken during the weeks when the post holder does not work, although there is flexibility for leave to be taken during scheduled working weeks for exceptional circumstances.
- on-site parking
- free meals in College when on duty
- salary progression through performance-based increments
- a contributory final salary pension scheme or NEST
- subsidised contributory private health insurance
- free healthcare cash plan
- generous contractual sick pay
- a range of family friendly benefits above statutory requirements
- free use of the College Gym and Library

Pre-employment checks: The successful applicant will also be required to prove their eligibility to work in the UK.

Training: The successful applicant will be required to undertake all training deemed essential for the role.

Application Procedure: If you wish to apply for this post, please complete an Application Form and return it to the HR Officer (recruitment@sel.cam.ac.uk) The closing date for receipt of application is 22 July 2018.