



Selwyn College Cambridge

HOUSEKEEPING ASSISTANT: TERMS AND CONDITIONS OF EMPLOYMENT

- Contract Type:** Permanent, part-time.
- Hours of Work:** 32.5 hours per week, working any 5 days out of 7, which will include occasional weekends, particularly at the start and end of our busy conference seasons.
- 8.00 am – 3.00 pm daily, with a 30-minute unpaid lunch break.
- Probationary Period:** The post is subject to a six-month probationary period.
- Salary:** £14,311 per annum (£8.47 per hour).
- Benefits:**
- Contributory Final salary pension scheme * or NEST
 - 33 days paid annual leave per year (pro rata), inclusive of an allowance for bank holidays
 - Free lunches on duty
 - Free on-site parking
 - College Sick Pay*
 - Subsidised private healthcare (50%)*
 - Health Benefit Cash Plan *

- Free use of the College gym
- A range of family friendly benefits which exceed statutory requirements
- A friendly atmosphere and pleasant working environment

* Provided on successful completion of the probationary period

Pre-employment checks:

The successful applicant will be required to prove their eligibility to work in the UK, and provide two satisfactory references. This appointment is also subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.

Training:

The person appointed will be required to undertake all training deemed essential for this role.