



Selwyn College Cambridge

## HOUSEKEEPING ASSISTANT: TERMS AND CONDITIONS OF EMPLOYMENT

- Contract Type:** Permanent, part-time.
- Hours of Work:** 15 hours per week: Monday – Friday,  
4.30 pm – 7.30 pm or 5.00 pm – 8.00 pm.  
There is some flexibility regarding the start/finish times.
- Probationary Period:** The post is subject to a six-month probationary period.
- Salary:** £8.47 per hour.
- Benefits:**
- 33 days paid annual leave per year (pro rata), inclusive of an allowance for bank holidays
  - Free on-site parking
  - College Sick Pay\*
  - Contributory Final salary pension scheme \*
  - Subsidised private healthcare (50%)\*
  - Health Benefit Cash Plan\*
  - A friendly atmosphere and pleasant surroundings
  - Workwear is provided

\* These benefits are 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, complete a health declaration 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. This will include attending occasional health and safety training during the normal working day.