



Selwyn College Cambridge

PAYROLL & ADMINISTRATIVE ASSISTANT (BURSARY)

Terms and Conditions of Appointment

Contract type	Permanent, full-time.
Hours of work	35 hours per week, Monday - Friday The daily hours of work may be flexible.
Salary	£23,891 per annum (point 21 of the College scale) Salaries are reviewed annually on 1 st August.
Benefits	25 days holiday per annum, plus bank holidays Contributory Final Salary occupational pension scheme or NEST On-site parking Free lunch 5 days a week in the College cafeteria. Subsidised private health insurance* Free use of the College Gym Free Medical healthcare cash plan* Contractual sick pay*
	*Applies on successful completion of the probationary period.
Probationary period	The post is subject to a six-month probationary period.
Pre-employment checks	The successful applicant will be required to prove their eligibility to work in the UK. He/she will also be required to apply for Basic Disclosure from the Disclosure & Barring Service. The appointment is also subject to receipt of two satisfactory work references and a Basic DBS disclosure.
Application process	To apply for this role please send an application form (available from the College website), which should include contact details of two work referees; one being your current or most recent employer. Referees will not be contacted until after the interviews.

Applications should be sent to the HR Officer via email (recruitment@sel.cam.ac.uk) or via post to Selwyn College, Cambridge CB3 9DQ

The closing date for applications is midnight on Wednesday 31st January 2018. It is anticipated that interviews for short-listed candidates will be held at the College shortly afterwards.

