



Selwyn College Cambridge

SCHOOLS LIAISON OFFICER: TERMS AND CONDITIONS OF EMPLOYMENT

- Contract Type:** Due to funding restrictions, this post is Fixed Term, initially for a period of one year, with an option to extend for a further year.
- Hours of Work:** It is envisaged that the hours of work will average 35 hours (excluding meal breaks) per week over the course of the year, i.e. full-time. There is a degree of flexibility over precise hours and work patterns, with varying requirements at different times of the year. These will be the subject of negotiation with the successful applicant. The hours will normally be between Monday and Friday, subject to the variations mentioned above, but occasional evening and weekend work will be required.
- Location:** The post holder will have a base in the Admissions Office of Selwyn College, and will also be required to undertake regular travel to schools and colleges across the UK.
- Flexibility and Overtime:** The person appointed must be prepared to work unsocial hours on occasion, particularly at peak recruitment times. Work outside normal working hours will be recompensed by time off in lieu. Sometimes it will be necessary to be away from Cambridge overnight.
- Salary:** Scale point 21, currently £24,808 per annum.
- Probationary Period:** The post is subject to a three-month probationary period.
- Pre-employment checks:** Much of this post will involve contact with children (many of them under the age of 16) and therefore the appointed candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions reprimands or final warnings as well as convictions. Criminal records will be taken into account for recruitment purposes *only* when the conviction is relevant.

The College follows the Disclosure & Barring Service's 'Code of Practice' regarding the handling, use and storage of disclosure information. A copy of the Code of Practice is available on request.

July 2020

The successful applicant will also be required to provide evidence of their right to work in the UK.

Benefits:

- 25 days' paid annual leave plus an allowance for 8 bank holidays.
- Free lunches in the College cafeteria (Monday to Friday).
- Free on-site parking.
- Contractual Sick Pay is available upon successful completion of the 3-month probationary period.
- Free use of the College gym.

Confidentiality:

All material relating to outreach contacts and applications is confidential. A variety of other sensitive personal information must be managed in compliance with the Data Protection Act.

Training:

The post holder will be required to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of display screen equipment, first aid, and any other training as advised by the Health and Safety Officer.

Application Procedure:

If you wish to apply for this post:

1. Send a completed application form to the HR Department at Selwyn College via email: recruitment@sel.cam.ac.uk
2. Contact two referees and ask them to email a reference in support of your application to the HR Department at Selwyn College via email: recruitment@sel.cam.ac.uk

Closing date: Application forms and references must arrive by Friday 28 August 2020.

Interviews: Early September 2020.

Selwyn College is an Equal Opportunity employer.