



Selwyn College Cambridge

**HOUSEKEEPING SENIOR TEAM LEADER:
TERMS AND CONDITIONS OF EMPLOYMENT**

Contract Type: Permanent.

Hours of Work: 32.5 hours per week (exclusive of meal breaks), working mostly Monday – Friday (8:00am – 3:00pm), with weekends and bank holidays as required. Flexibility may be required to work additional hours at times, to meet the needs of the department.

Salary: £19,675 per annum (FTE £22,702).

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

Benefits:

- Contributory final salary pension scheme *
- Subsidised private healthcare (50%) *
- Free meal in College when on duty
- 33 day's annual leave (inclusive of an allowance for 8 bank holidays)
- Medical benefit cash plan *
- Free on-site parking
- Flexible working
- Free use of the College gym
- Uniform and PPE provided
- Pleasant surroundings

* These benefits are available after successful completion of the probationary period.

Training: The successful candidate must be willing to undertake all training deemed necessary for this role.

Application Process: To apply for this vacancy, please send a completed application form via email to recruitment@sel.cam.ac.uk. **Applications should be received by Noon Thursday 19 November 2020.**

Interview Date: It is anticipated that interviews for short-listed candidates will be held at the College on either **25 or 26 November 2020**.

Notes

- i) The appointment will be conditional upon receipt of two satisfactory references and evidence of your right to work in the UK.
- ii) The successful candidate will be required to complete a confidential health declaration.
- iii) Selwyn College is home to students of all backgrounds from the UK and across the world. We are proud of our diversity. We therefore welcome staff whatever their race, gender, sexuality, disability or religious belief, and we are keen to receive applications from people who may be under-represented in our community.
- iv) General Data Protection Regulation: All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in compliance with the terms of the General Data Protection Regulation. For details of how the College uses your personal data and of your rights in relation to the data we hold, please see: <http://www.sel.cam.ac.uk/finances-and-governance/>