



Selwyn College Cambridge

## HEAD OF BUILDINGS AND MAINTENANCE: TERMS AND CONDITIONS OF EMPLOYMENT

**Contract Type:** Permanent

**Hours of Work:** 37.5 hours per week

**Salary:** £51,187 per annum

**Probationary Period:** The post is subject to a twelve-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:-

- i) Please send a completed application form via email to [recruitment@sel.cam.ac.uk](mailto:recruitment@sel.cam.ac.uk).
- ii) A written statement of no longer than 600 words stating how your skills, experiences and interests equip you to undertake this role.
- iii) **Applications should be received by midnight on Sunday 25<sup>th</sup> April 2021.**

**Interview Date:** First interview – 5<sup>th</sup> May 2021  
Second interview – **Week commencing 10<sup>th</sup> May 2021.**

## 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 subject to a Basic DBS check and 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 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/>