April 2018

Dear Applicant

SCHOOLS LIAISON OFFICER

Thank you for your response to the advertisement for the above vacancy.

Please find enclosed an information pack including job description, person specification and application form.

Please send your completed application to:

The Personnel Department
Girton College
Huntingdon Road
Cambridge
CB3 0JG

or email recruitment@girton.cam.ac.uk

to arrive no later than noon on 18 June 2018. Note that we cannot accept CVs as application to this role.

Please also find enclosed an equal opportunities monitoring form. Although it would be appreciated if this could be completed, the form is voluntary and any section of it may be left blank. If you complete the form please return it with your application. With the possible exception of information regarding disability, the equal opportunities information you provide will not be shown to the selection panel.

Unfortunately it is not possible to acknowledge receipt of applications. Should you wish to check on your application then please email recruitment@girton.cam.ac.uk or telephone the office on 01223 339891/339244.

Please note that if you are shortlisted and invited for interview, you will be asked to undertake a brief presentation as well as carrying out a brief administrative task.

Since this post will involve the post holder having access to persons aged under 18 in the course of his or her normal duties, the appointment is exempt from the Rehabilitation of Offenders Act 1974. You are not entitled to withhold information about convictions or cautions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of employment, any failure to disclose such convictions or cautions could result in disciplinary action or dismissal. A satisfactory Disclosure and Barring Service Standard Check will be required prior to the post holder working alone.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK. If you are successful in your application then any offer of appointment cannot be confirmed until pre-employment checks have been satisfactorily completed. This will include a working status check, for which you will be asked to provide appropriate documentation.
Thank you, once again, for your interest in employment with Girton College and I look forward to hearing from you.

Yours faithfully

Claire Saunders
Personnel Assistant