BACKGROUND INFORMATION

THE COLLEGE

Girton College was founded as the first residential college for the higher education of women in the United Kingdom in 1869, but it has been mixed since 1977 and now has a balance between sexes at senior and junior levels.

Girton is one of the larger Colleges in the University of Cambridge, having some 80 Fellows, 480 undergraduates and 200 graduate students. It is located on two sites. The main building stands in 50 acres of ground two miles north-west of Cambridge city centre on the Huntingdon Road.

Further information relating to the College is available at http://www.girton.cam.ac.uk.

THIS APPOINTMENT

Starting salary:
This full-time (35 hours per week) post is graded on the College single-spine scale points 29-34 - currently £21,843 - £25,298 per annum. It is usual for new appointees to commence on the first point of the scale and progress by annual increments each year subject to six months service and satisfactory work performance. The post is subject to a 9 month probationary period.

It is anticipated that the start date for this role will be Monday 13 August 2018.

Hours of work:
The contracted hours of work for this appointment are 35 hours per week, usually worked between 9am and 5pm Monday – Friday, however the role dictates that there may be a need to work outside of these hours on occasions including staying overnight outside of the Cambridge area and occasional weekend work. Any work outside office hours will be compensated by time off in lieu.

Holiday:
The annual leave entitlement is 6.8 days of holiday per annum for every day in a normal working week, a day consisting of the same number of hours as a normal working day. This is equivalent to 34 days annual leave per year for anyone who works 5 normal working days per week and is inclusive of bank holidays.

Benefits:
Membership of the ‘NOW’ pension scheme after a qualifying period
Monthly meal allowance for use in on-site cafeteria
Sports and social events
Childcare voucher scheme and Nursery in Clarkson Road, with priority places
Use of various sporting facilities including heated indoor swimming pool, squash court and gym
Free parking

Please note that in the event that you are shortlisted and invited for interview, you will be asked to deliver a short presentation and undertake a brief administration 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.

April 2018