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 the late 1970s 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. The main College buildings stand 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.

The post of Library Assistant
Starting salary:
This part-time (20 hours per week) post is graded on the College single-spine scale points 19-24, currently £16,618 - £18,940 per annum pro rata. It is usual for new appointees to commence on the first point of the scale, subject to experience, and progress by annual increments each year subject to six months service and satisfactory work performance. The post is subject to a six month probationary period and it is hoped that the successful candidate will take up the role as soon as possible. The notice period is one month.

Hours of work:
The contracted hours of work for this appointment are 20 hours per week, usually worked between 1.30pm and 5.30pm Monday – Friday during Full Term and between 1.00pm and 5.00pm Monday – Friday outside of Full Term. However there may on occasions be a need to work outside of these hours.

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 of annual leave per year for anyone who works 5 normal working days per week, with an additional 2 days in lieu of working both May bank holidays. Annual leave may only be taken outside of University of Cambridge Full Term.

Benefits:
- Membership of the ‘NOW’ pension scheme after a qualifying period
- Daily 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

May 2018