

**CONDITIONS OF EMPLOYMENT – REF: CSS-0287-24**

This position is subject to your eligibility to work in the UK.

This is a full-time, fixed-term position, part-time will be considered. Although this fixed-term contract is a one year maternity cover post you should be aware that the position could be shorter than advertised as it will depend on the return of the post-holder.

The appointment will be made on the College’s pay structure, Grade 6/7, £39,719 to £66,484 per annum inclusive of £4,009 per annum London Weighting. You should expect to start at the bottom of the salary scale, except in exceptional circumstances where your skills, knowledge or experience is likely to bring significant advantages to the College.

Normal working hours per week will be 35. Monday – Friday (7hrs per day). This may vary from time to time in consultation with your line manager.

The annual leave entitlement is 30 working days per annum, plus Bank Holidays and concessionary days offered over the Christmas closure period (usually three days between Christmas and New Year). Due to the nature of our service, you may be required in your post to cover during Bank Holidays and the Christmas Closure period. All holiday is to be taken at a time agreed in consultation with your line manager.

You will be eligible to join the Universities’ Superannuation Scheme.

This post is based in the UK. You will be based at our Hawkshead Campus but may be required on occasion to work at our Camden Campus.

The College has a “no smoking” policy. Smoking is only permitted in certain designated areas of the College campus.

**HOW TO APPLY**

**For further information and to apply online, please visit our website** [**www.rvc.ac.uk**](http://www.rvc.ac.uk)

**Ref: CSS-0287-24**

**The closing date for applications is midnight on: 1 December 2024**

**Interviews will be held on: To be confirmed.**