



**SIDNEY SUSSEX COLLEGE
CAMBRIDGE**

Head of Accommodation

**Permanent, full time post
£30,942-£36,914**

Sidney Sussex College, Cambridge University is seeking to appoint a full time, permanent Head of Accommodation to head up the newly restructured Accommodation Department. This post reports directly to the Domestic Bursar. The post-holder's principal objective is to deliver the efficient management of the College's accommodation with the focus on delivering a high standard of cleaning throughout College and overseeing the financial performance of the department.

This is a permanent, full time post involving 37.5 hours per week but it is expected that the post holder will work the hours that are required for the successful running of the department. Occasional weekend working may be required and the working pattern may vary in and out of term time. The salary is based on points 39 - 45 of the University's single salary spine, currently equating to £30,942 - £36,914 per annum. Incremental salary progression up the range is discretionary.

Benefits include an annual leave entitlement of 25 days holiday plus 8 bank holidays; an excellent contributory pension scheme provided by the Universities Superannuation Scheme (USS), free College meals when on duty and subsidised membership of the College's gym facilities.

This post would suit a highly-motivated team leader with experience of providing high quality housekeeping services. Experience of budget management is essential. Experience of higher education and/or the hospitality sector would also be welcomed. Excellent communications and managerial skills, together with strong organisational and planning skills are also important to this role.

A job description, person specification and application form are available on the College website at www.sid.cam.ac.uk/aboutus/personnel. In order to apply, please complete and submit an application form with a covering letter outlining your suitability to jobs@sid.cam.ac.uk by the closing date below. Alternatively applications can be posted to the HR Assistant at Sidney Sussex College, Cambridge CB2 3HU.

The closing date of application is **12 noon on Monday 21 September 2020** with interviews expected to take place **on Thursday 1 October 2020**. Any offer of appointment is subject to: the receipt of two satisfactory references; verification of identity and qualifications; and, eligibility to work in the UK.

Sidney Sussex College is an equal opportunities employer