



MARLBOROUGH COLLEGE

FURTHER PARTICULARS: CHEF DE PARTIE - LARDER

Applications

Please return an application form fully completed. If you have a curriculum vitae you wish to enclose please do so, but please submit it in addition to the completed application form, and send to:

Mrs Jo Vaux
HR Manager
Marlborough College
Marlborough
Wiltshire
SN8 1PA

or email to: recruitment@marlboroughcollege.org

Closing date for receipt of returned applications: mid-day Monday 14 May, with interviews taking place week commencing Monday 21 May.

Safe Recruitment

As we are a school, we follow recommended safe recruitment guidelines during our employment process. If you have any concerns please contact the HR Manager on 01672 892208 or email at jvaux@marlboroughcollege.org.

Marlborough College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Services. The appointed person will need to supply the college with photographic evidence when completing this form, i.e. passport, photo-card driving licence.

All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.

Hours of Work

As required by the Job Description.

Probationary Period

This appointment is subject to a four month probationary period. At the end of this period, subject to your service having been satisfactory, your permanent employment with the College will be confirmed.

Duties

Duties of this role are generally as set out in the Job Description for the post.

Salary

The salary, as set out in the job description, will be paid monthly in arrears, on or about the 25th of the month, and is reviewed annually on 1 September.

Death in Service Benefit

Eligible staff in this role are covered by a Death in Service benefit, of 3 x annual basic salary, with further details available from HR at induction meeting.

Personal Accident Scheme

All College staff are covered by a Personal Accident Scheme and you will receive a leaflet with more information about the scheme at the induction interview with the HR Department.

Discounts

Various discounts are available to staff at the College and up to date notices are issued to departments via the College email system. Details are also available on the College Intranet (Firefly). The discounts include sportswear from the College shop (Crosby and Lawrence) and Summer School courses.

Child Care Vouchers

This scheme is currently available to staff on a salary-sacrifice basis.

Cycle to Work Scheme

The College operates a Cycle to Work Scheme which is available to all staff on a salary-sacrifice basis. Details are available from the HR Department as well as on the College Intranet (Firefly).

Activities

The College has a number of facilities available to staff, eg gym, free weights, swimming pool, yoga classes, athletics track and tennis courts which are available for staff use during designated hours. Further details are available from the HR Department.

Protective Clothing/Department Uniform

The College will provide protective work clothing including safety boots, shoes, a pair of trousers, a pair of shirts, a fleece jumper and aprons.

Members of the Department are required, when on duty, to wear the uniform of trousers, shirts and sweatshirts provided, and are expected to maintain it to a suitable standard and wear it so as to present a clean, smart and professional appearance at all times.

Holidays

The holiday entitlement for this role is 4.67 weeks based on the full entitlement of 5.6 weeks of annual paid holiday plus public holidays and is taken during College holiday periods.

If for any reason, less than the normal working days are actually worked in any calendar year, the annual paid holiday will be pro-rata. Bank holidays falling during term time are normal working days and time off in lieu is included in the annual holiday entitlement. This is generally the May Day Bank Holiday.

Sickness

Should the employee be unable to carry out the duties because of illness or injury the normal salary would be paid for 4 weeks if employment were less than 5 years service, and for 10 weeks for 5 or more years' service.

Retirement

Details of the College Retirement policy can be obtained from the HR Department.

Pension

Details of the College Pension Scheme are available by request from the HR Department.

The College staging date for pension auto-enrolment was 1 November, 2013 and new staff will be subject to the assessment criteria under this legislation, but may opt to join the scheme beforehand on a voluntary basis.

Notice

During the probationary period the notice period is 1 week on either side. The College will give four weeks' notice during the first 4 years of service; thereafter the employee will receive one week's notice for each complete year of service, to a maximum of 12 weeks. The employee would be expected to give at least four weeks' notice.

Grievances/Suggestions

The College has a Grievance Policy, a copy of which is available from the HR Department.

Disciplinary Procedure

You will be expected to comply with all disciplinary rules of the College, details of which are available from the HR Department.

Health and Safety

The College has a full Health and Safety Policy, a copy of which is available from the HR Department.