



Corpus Christi College

Tutorial Office Manager Additional Information

Corpus Christi College is the sixth oldest college in the University of Cambridge. Founded in 1352 by the Guilds of Corpus Christi and the Blessed Virgin Mary, it bears the distinction of being the only College in Oxford or Cambridge founded by their citizens. The College has a 650-year commitment to teaching and research, carried out on the site of its original foundation in the heart of mediaeval Cambridge. It provides an academic and residential environment for approximately 60 Fellows and c. 550 students (300 undergraduates and 250 post-graduates), and currently employs c. 120 staff. The main site is located in central Cambridge. Other accommodation is provided in five main satellites, including the extensive complex at Leckhampton in Grange Road, which houses both students and Research and Visiting Fellows. The College's Parker Library, named after a former Master, Archbishop Matthew Parker, contains a collection of illuminated manuscripts of world-historical significance.

The Tutorial Office consists of a friendly and enthusiastic team headed by the Senior Tutor, Dr Marina Frasca-Spada, to be led by the Tutorial Office Manager to be appointed, and comprising three Tutorial Administrators, Caroline Lewis, Georgina Rutherford, and John Richardson.

Conditions of Employment and Benefits

Below is a summary of the main terms, conditions and benefits of employment.

Remuneration: £43,000 per annum.

Probationary Period: The appointment is subject to an initial probationary period of 6 months. The probationary period may be extended at the College's discretion.

Hours of Work: This is a full-time position working 9.00am to 5.30pm Monday to Friday for 37.5 hours per week with a one-hour unpaid lunch break. You may be required to work additional hours and some weekends by prior arrangement on occasions, paid as overtime or TOIL.

Holidays: Paid leave is given for 27 working days and 8 Bank Holidays (or equivalent) per year (pro-rated for part time employees). Bank Holidays during term-time are to be treated as working days.

Pension: All eligible staff will be auto-enrolled onto College's contributory pension scheme. Further details are available from the Finance Office or HR.

Healthcare: The College offers a contributory Private Medical Insurance Healthcare scheme and a cash-back health plan available to all permanent staff which is non-contributory and a taxable benefit.

Death in Service: The College provides a Death in Service benefit at 2x basic gross annual salary for all permanent employed staff (not casual or temporary) under the age of 70.

College Facilities for Staff: Staff may attend many College events, as well as various social events for staff members. The College also has a wide range of facilities, many of which are available to staff, such as membership of the University Social Club, and the University Centre. Staff may also use the sports facilities at Leckhampton, which include squash, tennis courts and gym.

Meals: A lunch allowance is also an added benefit, for use either in the College Hall or in the Pelican Bar.

Car Parking: Car parking is normally available, although not guaranteed.

Tax-Free Childcare Scheme: The College operates the Government's childcare scheme which has replaced the previous childcare voucher scheme.

The College is an equal opportunities employer