



INFORMATION FOR CANDIDATES

MANAGEMENT STAFF

Thank you for your interest in working at Exeter College. The following is an outline of the terms and conditions of employment you can expect if you are successful in your application.

Salary

Cost of living rises may be awarded throughout the course of employment, however these are not guaranteed.

Salaries are paid on the 25th of the month directly into a bank or building society account. When the 25th falls on a weekend or a Bank or Public Holiday, payments are made on the last working day before this date.

Pension Scheme

Exeter College is able to offer membership of the Local Government Pension Scheme or Teachers Pension Scheme depending on the employee's background. These are contributory schemes; employees are required to make contributions of 6% of their pensionable pay. The College pays the balance of the cost of providing your benefits. These are final salary schemes, which offer a guaranteed pension based on final salary and length of membership of the scheme.

Holiday Entitlement

Annual leave entitlement is 35 days per annum (pro rata if the post is part time). In addition, all employees are entitled to the 8 Bank Holidays per year.

Christmas Close Down

The College has a close down period each Christmas. The exact length of the Christmas close down varies each year, however employees can expect a minimum of 5 working days as well as the Bank Holidays; this is in addition to the annual leave entitlement detailed above.

Probationary Period

All new appointments are subject to a 10-month probationary period. During this time employees have regular review meetings with their line manager to support them during the first few months and to assess their progress.

Staff Development

The College operates an annual Professional Performance Review process to highlight any training and development needs. Employees have the opportunity to undertake any courses offered by the College, if the course relates to their job it is free of charge.

Parking

There are very limited parking facilities available at the College, and there is a charge. All employees are issued with parking permits, to enable them to park in College car parks.

Public Transport

Exeter College is located only a short distance from the city centre and also two train stations (St David's Station and Central Station). The College is also located on a bus route and is within easy access of other buses that run through the town centre.

Smoking

Exeter College operates a no smoking policy, and smoking is not allowed on Exeter College sites.

Exeter College Facilities

There is a canteen, and an excellent, reasonably priced Brasserie and Restaurant run by the Hospitality & Catering Department and its students. These are all located in the main site building.

Interviews and Expenses

The College will reimburse second-class travelling and reasonable out-of-pocket expenses for candidates travelling long distances who are selected for interview.

Occupational Health Questionnaire

Interview candidates are required to complete an Occupational Health Questionnaire, which should be brought to the interview. All appointments are subject to Occupational Health being satisfied with medical fitness. Occupational Health forms for unsuccessful candidates are confidentially shredded.

Criminal Records Bureau

As part of the offer process, all new employees are required to undertake a check through the Criminal Records Bureau. Applicants must reveal on their application form any information concerning 'spent' or other convictions. All convictions must be declared including those for which the sentence given was an absolute or conditional discharge. The CRB have a Code of Practice which is available on request.

Thank you for your interest in Exeter College. If you have any further queries please contact the Human Resources Department.