

OUR PEOPLE PRACTICES/

ADDITIONAL INFORMATION

About the London and South East University Group (LASE University Group)

On the 1 August 2026, The University of Greenwich and the University of Kent formed a pioneering new multi-university group called the London and South East (LASE) University Group. Should you join us, you will be employed by the LASE University Group but will work as part of the University of Kent academic division, contributing to its distinct strengths, community and identity while also being part of a wider group that brings together the scale, resilience and shared ambition of both universities. Through the LASE University Group we aim to deliver outstanding education, impactful research, and meaningful regional and global impact. <http://www.kent.ac.uk/about/>

Application & Selection

The following provides some general information in relation to our application and selection processes:-

1. Your application

All applications must be made via the University's online application system. You will be required to fill in the main details section of the application form. Whether you upload a CV and cover letter or are required to complete the supporting statements section of the application, you should clearly and explicitly address the requirements of the Person Specification and you should provide evidence and examples which back-up any assertions you make in relation to each criterion.

Secondment: current University employees who wish to apply for this post on a secondment basis are most welcome. Approval from your current line manager is required.

Job share applications: If you wish to apply on a job-share basis please email the relevant HR team member to discuss. We will need to understand:

- If you are applying as part of a job-share team (please give name of sharer) or as an individual.
- The proportion of the job you would wish to work, expressed as a percentage.
- Whether you would be interested in the job on a full-time basis if a suitable sharer does not come forward.

Applications must be received by midnight on the closing date (unless otherwise stated) and unfortunately late applications cannot be accepted. If you are invited to attend an interview we will contact you by email confirming the arrangements.

Due to the large number of applications we receive, we are unable to provide feedback at shortlisting stage. We will provide feedback, if requested, following an interview.

2. Equality, Diversity & Inclusivity

We value and embrace the diversity of our staff and students. Our inclusive culture creates a space where everyone can express themselves freely and feel safe, respected, and recognised for who they are, without fear of exclusion.

Our equality, diversity, and inclusion policy sets out the standards of behaviour expected from all members of the University community and reinforces our commitment to fostering a supportive and respectful environment.

As a Disability Confident Employer, we guarantee to interview all disabled applicants who meet the essential criteria for our job vacancies.

If you have a disability and require information regarding accessibility of our campus facilities please visit: <http://www.disabledgo.com/en/org/university-of-kent>

3. UK Visa & Immigration

The London and South East University Group (LASE University Group) is unable, under immigration law, to employ candidates who are not eligible to live and work in the UK. For eligible roles, we can apply for a Certificate of Sponsorship (although there is no guarantee that this will be granted). This is on the basis that the criteria for such applications have been met by the individual and the University.

PLEASE NOTE - If you require/hold a visa to work in the UK, it is your responsibility to check the [Home Office website](#) to ensure that you understand the rules and the documentation required. It is also important to note that the rules concerning visas are changed and/or amended regularly.

4. Assessment Testing

We use a variety of assessment methods as part of the selection process, such as psychometric testing, ability tests, group or individual presentations, time management or task prioritisation and problem solving exercises. Most academic posts will involve applicants making a presentation as a minimum.

Full details of any assessment tests will be confirmed to you by email as part of the interview notification process.

General Terms and Conditions

1. Salary Offers

For new employees to the University, the first spine point of the grade is usually offered, unless otherwise agreed. New employees appointed after 30 April may qualify for standard progression on 1 October the following year.

Successful internal candidates on the same grade will transfer on their current spine point and the annual increment will not be affected. For those moving to a higher grade, the first spine point of the new grade will be offered.

Employees will usually receive annual standard progression (automatic) increments until the top of the standard progression scale is reached. In addition, there is normally a nationally agreed annual cost of living salary increase. Further discretionary salary awards are available on the basis of performance.

Staff paid on the Professorial or Senior Professional Staff Pay Scales will receive an annual invitation to apply for an additional salary award.

2. Pension

The University operates three generous pension schemes, USS, the Teachers Pensions Scheme (open to academic teaching staff) and SAUL (open to all staff grade 1-10). Upon appointment all eligible members of staff will be deemed to be members of the appropriate scheme, full details of which will be sent to you when you start work.

Further details on the both schemes can be found by following the link to either the [USS website](#), [SAUL website](#) or [TPS website](#).

3. Work/Life Balance

The University recognises that staff have responsibilities and interests that have to be balanced with working life. It is the University's aim to create a well-managed, flexible working environment that supports staff and their families, promotes welfare, maintains working practices and provides a productive balance between work and life outside work. Operational needs must be taken into account, but managers are encouraged to be innovative in organising their team and respond positively to requests to alter working patterns to enable staff to fulfil more effectively their professional and personal commitments.

To assist with work life balance, the University operates a Hybrid Working Scheme whereby all professional services staff on UK employment contracts may apply to work off-campus for up to two days per week - allowing staff more choice and control over where they work. The number of remote-working days that can be applied for depends upon the number of days on which staff are contracted to work. Managers will consider requests taking into account the nature of the role and other operational requirements; and are encouraged to facilitate hybrid working where operationally possible.

4. Annual Leave

The full-time leave entitlement is 30 days plus all public and other statutory holidays. In addition there are five customary days, fixed by the University which are normally taken between Christmas and New Year when the University closes. This would be pro rata for part time staff.

5. Probation

The normal period of probation for newly appointed academic staff is 18 months. For all other staff the probation period is six months.

If your application is successful you will be sent more information about your probation period at point of offer.

6. PGCHE

There may be a requirement to register for, and complete the Kent Post Graduate Certificate in Higher Education. To find out more about the programme, please refer to the website: <http://www.kent.ac.uk/teaching/qualifications/index.html>

Employee Benefits

The University offers a range of employee benefits which include:-

Childcare

As well as the Oaks independently run day nursery at our Canterbury campus, we also offer access to the Government run tax free childcare and workplace nursery salary exchange scheme. For further information on Oaks provision please email them direct at oaksnursery@kent.ac.uk

Employee Assistance Programme (EAP)

We highly value the wellbeing and health of our staff. Our EAP is a mechanism to show this commitment, working together with our chosen provider Carefirst/Sodexo to offer a range of support.

Salary Finance

Launched on 1 March 2023, this scheme offers financial wellbeing benefits to staff such as access to savings, affordable loans and engaging financial education.

Staff Study

Eligible staff may qualify for up to 50% contribution towards the cost of tuition fees for degree courses undertaken at Kent.

Kent One Card

As well as acting as a staff ID, providing access to onsite library facilities, your Kent One Card can also be used as a pre-loaded cashless card across a range of University outlets.

Staff private healthcare plan

An affordable option to private healthcare, we offer a corporate employee-funded healthcare plan in partnership with Benenden Health that gives access to a 24/7 GP Helpline, medical diagnostics, treatment and mental health support, among other benefits.

Staff private dental insurance

A comprehensive employee-funded dental plan in partnership with Unum Dental which offers different levels of cover for you and your family, making costly and essential dental treatment more affordable.

Staff Discounts

Upon production of the Kent One Card, staff can access a range of discounts with the following local businesses: Gulbenkian Cinema and Theatre, Eurotunnel, Historic Dockyard Chatham, Blackwells Book Shop and Kent Cricket.

Benefits platform

Our employee benefits platform also gives staff access to generous discounts on everyday essentials and at numerous high street retailers.

Software

Employees can download and use software for their personal use for free or at reduced rates.

Kent Sport

Discounted staff membership to all sports facilities across the Canterbury campus.