

## RESOURCING/ Additional Information



### Central Student Admin Office

The Central Student Administration Office function is to ensure the smooth running of central student administration, maintaining and updating critical student information and managing large scale central student operations, including registration examination processes, and provide administrative and systems support for the Student Data System.

The Office is 'front of house' for the University, and has overall responsibility for the operation of the Registry Student Reception at the front of the Registry building, and is often the first point of contact within the University of Kent for Visitors and Students. It is therefore essential that it should provide a positive welcome and offer effective information and guidance.

For further details, please visit: <https://www.kent.ac.uk/csao>

### About the University of Kent

Established in 1965, the University of Kent – the UK's European university – now has almost 20,000 students across campuses or study centres at Canterbury, Medway, Tonbridge, Brussels, Paris, Athens and Rome.

It was ranked 22nd in the Guardian University Guide 2018 and in June 2017 was awarded a gold rating, the highest, in the UK Government's Teaching Excellence Framework (TEF).

In 2018 it was also ranked in the top 500 of Shanghai Ranking's Academic Ranking of World Universities and 47th in the Times Higher Education's (THE) new European Teaching Rankings.

Kent is ranked 17th in the UK for research intensity (REF 2014). It has world-leading research in all subjects and 97% of its research is deemed by the REF to be of international quality.

Along with the universities of East Anglia and Essex, Kent is a member of the Eastern Arc Research Consortium ([www.kent.ac.uk/about/partnerships/eastern-arc.html](http://www.kent.ac.uk/about/partnerships/eastern-arc.html)).

The University is worth £0.7 billion to the economy of the south east and supports more than 7,800 jobs in the region. Student off-campus spend contributes £293.3m and 2,532 full-time-equivalent jobs to those totals.

Kent has received two Queen's Anniversary prizes for Higher and Further Education.

Website: [www.kent.ac.uk](http://www.kent.ac.uk)

<b>Application Process:</b>	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.
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	<p>If there is a requirement to upload your CV and a cover letter, your cover letter should clearly and explicitly address the requirements of the Person Specification and you should provide clear evidence and examples in your application which back-up any assertions you make in relation to each criterion. We recommend a maximum of 4 x A4 sides for this document.</p> <p>If there is a requirement to complete the Supporting Statements section of the application, you should provide clear evidence and examples demonstrating how you meet the criteria for the post.</p> <p>Copies of certificates for qualifications you have stated you have achieved in your application will be requested at offer stage; in particular, those that were deemed as essential for the post.</p> <p>Applications must be received by <b>midnight</b> 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. If you are not successful at the shortlist stage, we will also contact you by email to let you know.</p>
<b>Feedback:</b>	<p>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.</p>
<b>Test / Presentation:</b>	<p>Many of the posts will involve a test, presentation or assessment day as part of the interview process. This could be in the form a clerical or IT test or a requirement to deliver a short presentation. Full details will be confirmed to you by email.</p>
<b>Job Share:</b>	<p>Applications to job-share this post are welcomed. If you wish to apply on a job-share basis indicate this on your application and include:</p> <ul style="list-style-type: none"> <li>▪ If you are applying as part of a job-share team (please give name of sharer) or as an individual.</li> <li>▪ The proportion of the job you would wish to work, expressed as a percentage.</li> <li>▪ Whether you would be interested in the job on a full-time basis if a suitable sharer does not come forward.</li> </ul>
<b>Disability Confident Committed:</b>	<p>The Two Ticks scheme has been replaced by the “disability confident” scheme.</p> <p>As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the essential criteria for our job vacancies.</p> <p>If you have a disability and require information regarding accessibility of our campus facilities please visit:  <a href="http://www.disabledgo.com/en/org/university-of-kent">http://www.disabledgo.com/en/org/university-of-kent</a></p>
<b>Equality, Diversity and Inclusivity:</b>	<p>All University staff are expected to be aware of, comply with, and support the University’s policies with regards to ensuring and promoting equality, diversity and inclusivity. Relevant training and development should be undertaken, as required.</p>

	<p>Further information about EDI is available from the University's website at: <a href="http://www.kent.ac.uk/hr-equalityanddiversity/">http://www.kent.ac.uk/hr-equalityanddiversity/</a></p>
<b>UK Visa and Immigration:</b>	<p>The University of Kent is unable, under current immigration law, to employ candidates who are not eligible to live and work in the UK.</p> <p>For academic and research vacancies, or posts that require very specialist skills 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.</p> <p><b>PLEASE NOTE</b> - 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.</p> <p>The Home Office website is:  <a href="https://www.gov.uk/government/organisations/uk-visas-and-immigration">https://www.gov.uk/government/organisations/uk-visas-and-immigration</a></p>
<b>Salary Scale:</b>	<p>Employees receive an increment annually until the top of the scale is reached. In addition, there is normally a nationally agreed annual cost of living salary increase.</p> <p>For new employees to the University, the first spine point of the grade is usually offered, unless otherwise agreed. The scale (ie top and bottom spine points) appears on the advert and the Job Description.</p> <p>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, unless otherwise agreed.</p>
<b>Annual Leave:</b>	<p>The annual leave entitlement for full-time staff on this grade is 30 working days and 8 public and other holidays. There are also 5 additional days, which are taken between Christmas and New Year when the University closes.</p>
<b>Probation:</b>	<p>The Probation Scheme at the University of Kent is a 4-stage process over 6 months.</p>
<b>Pension:</b>	<p>You will be contractually enrolled to become a member of USS (Universities Superannuation Scheme).</p> <p>Staff enter the USS Retirement Income Builder, which is a type of defined benefit pension scheme where benefits are based on each year's salary throughout your period of membership (on a Career Revalued Benefits basis). You will pay a monthly contribution equal to 8% of salary, while the University contributes 18%.</p> <p>You will also gain access to the USS Investment Builder, a defined contribution section where benefits at retirement are based on the contributions made by you and the University and the performance of the funds that your contributions are invested in. All members will have the option to join this section in addition to the USS Retirement Income Builder, whilst earners above the salary threshold of £55,550 p.a. will join</p>

	<p>automatically and pay core contributions above the salary threshold into this section.</p> <p>If you elect to opt out of the pension scheme as soon as you join, you may be auto enrolled immediately. You may also be auto enrolled on our re-enrolment date which is every three years. Please see the link below for more information on auto enrolment: <a href="https://www.kent.ac.uk/human-resources/pensions/auto-enrolment.html">https://www.kent.ac.uk/human-resources/pensions/auto-enrolment.html</a></p> <p>For general scheme information see: <a href="http://www.kent.ac.uk/human-resources/pensions/USS-home.html">http://www.kent.ac.uk/human-resources/pensions/USS-home.html</a> or the USS website:</p> <p><a href="https://www.uss.co.uk/members/members-home/the-uss-scheme">https://www.uss.co.uk/members/members-home/the-uss-scheme</a></p> <p>A period of employer-led consultation with USS members and eligible staff ended on 2 November 2018 regarding cost-sharing proposals. USS have confirmed the first of the planned increases to pension contributions will take place from 1 April 2019. Further consultation is expected in 2019 regarding changes to the USS contribution and benefit structure. Further information can be found on the Kent HR webpages at:</p> <p><a href="https://www.kent.ac.uk/human-resources/pensions/uss-changes-nov17/index.html">https://www.kent.ac.uk/human-resources/pensions/uss-changes-nov17/index.html</a></p>
<p><b>Work Life Balance:</b></p>	<p>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.</p>
<p><b>Childcare:</b></p>	<p><b>Oaks Day Nursery (Canterbury Campus):</b>  The Oaks Nursery based at the Canterbury Campus is an excellent benefit for staff and a great asset to the University.  Places are offered on a first come first served basis and baby places are particularly limited so staff may wish to make contact as soon as their pregnancy is confirmed.  For more information: <a href="http://oaksnurserykent.co.uk/">http://oaksnurserykent.co.uk/</a></p> <p><b>Medway Campus:</b>  There is no University run day nursery at the Medway Campus, however the closest nursery to the campus is run by Busy Bees. For more information: <a href="http://www.busybeeschildcare.co.uk/nursery/chatham">http://www.busybeeschildcare.co.uk/nursery/chatham</a></p> <p>In October 2018 the Government launched a new Tax-Free Childcare scheme; new members of staff may now be able to get tax-free childcare paying up to £500 every 3 months (£2,000 per year) for each child to help with childcare costs.  See <a href="https://www.gov.uk/help-with-childcare-costs/tax-free-childcare">https://www.gov.uk/help-with-childcare-costs/tax-free-childcare</a> for further information.</p>

<p><b>Nursery Salary Exchange Scheme:</b></p>	<p><b>Nursery Salary Exchange Scheme</b>  Workplace Nurseries are childcare facilities provided by an employer and which are offered to employees, through a tax efficient salary sacrifice scheme. The Workplace Nursery Salary Exchange Scheme (for users of the Oaks Nursery on Canterbury Campus) enables eligible staff to opt to receive a lower salary – a salary exchange – in return for the University paying an equivalent amount of his/her nursery fees, via an amendment to contract. This arrangement means staff agree to receive a lower amount of gross pay and in return will be provided with free (or part thereof) workplace nursery places.</p>
<p><b>Relocation:</b></p>	<p>The University offers assistance with relocation expenses for those who have to move to the vicinity of a University Campus to a post, which is tenable for two or more years, and a Grade 7 or above.</p>