



# AT MIDKENT COLLEGE PEOPLE ARE AT THE HEART OF EVERYTHING WE DO.

As a permanent member of staff these are some of the benefits you will receive when working for MidKent College:

## Salary

There are published, clear and transparent pay scales for lecturers, support staff and managers.

Appointment and progression through the pay scales is subject to qualifications and satisfactory performance. Part-time staff will receive a pro rata salary based on the number of hours they work.

Your salary is credited to your bank account on the 25th of every month, unless this falls at the weekend or a bank holiday, in which case your pay will be paid on the Friday before.

## Pension

You will be automatically enrolled into one of our pension schemes; either the Teachers' Pension Scheme or the Local Government Pension Scheme for support staff. These schemes are two of the best offered in the country.

## Annual Leave

### Managers

Full-time managers are entitled to 35 days annual leave for every full academic year plus the eight bank holidays. Part-time staff will receive a pro rata amount of annual leave and bank holiday entitlement.

### Teaching staff

Full-time teaching staff are entitled to 45 days annual leave for every full academic year plus the eight bank holidays. Part-time staff will receive a pro rata amount of annual leave and bank holiday entitlement.

### Support staff

Full-time support staff start with 23 days annual leave for every full academic year plus the eight bank holidays. After two years, leave is increased to 25 days and after five years, leave is increased to 30 days. Part-time staff receive a pro rata entitlement to annual leave and bank holidays.

## Hours of Work

The normal College working day for full-time staff is 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday.

A full-time employee works 37 hours a week, this does not include payment for lunch breaks.

Hours of work will vary for part-time staff by agreement with their managers.

Some team meetings may require you to work after 5.00pm.

In addition, you may be required to work some evenings or Saturdays to support College events such as open evenings for students.

The academic year for the College runs from 1 September to 31 August each year.

We welcome and support flexible working at the College; options include compressed/staggered working hours, flexitime arrangements, job shares, annualised hours, term time only contracts, occasional/long term working from home (where this does not impact on students), unpaid leave, extended unpaid leave, employment breaks and flexible retirement options.

We are happy to consider all advertised jobs for flexible and or part time working. Please call the HR Department to discuss your options at any time during the application process.



**MidKent College**

MidKent College is an equal opportunities employer



## Learning & Development

MidKent College offers a wide variety of personal development opportunities throughout the year. Academic staff are able to undertake an appropriate teaching qualification if required and receive individual support to help develop their teaching, learning and assessment skills. They are also supported to keep their subject skills up-to-date. Development requirements for all staff are identified through probationary meetings and the one to one meetings process, which lead to bespoke, classroom and online learning opportunities.

We also offer several Talent Development opportunities which prepare people for new roles across the college. We are committed to providing each member of staff with 36 hours of Continuous Professional Development each year and our investment continues with regular focus days which include interesting speakers and opportunities to share good practice.

## Health & Wellbeing

Staff can access free flu jabs each year and in addition, vouchers for free eyesight tests with Specsavers are available.

The College has a network of Mental Health First Aiders and staff are able to access this service via an internal telephone number. The Mental Health First Aiders are there for anyone to talk to at any time, not just in the event of a mental health crises.

The College provides access to an external counselling service, with the College paying for a minimum of 6 counselling sessions. In addition the Counselling Service also provides Cognitive Behavioural Therapy when staff may benefit from this service.

We have a Workplace Wellbeing Coach, who runs general sessions as well as offering one to one support with personal fitness goals. The Coach also runs on line courses and in person sessions to help with all aspects of personal health & wellbeing. Our well-being portal, on the staff intranet, offers a range of advice, guidance, support and apps to use to increase personal wellbeing. This is also where we advertise other well-being activities on offer and where you can find our comprehensive Wellbeing & Mental Health Policy.

Benenden Healthcare is offered free to staff. This gives access to help such as a 24/7 GP phone line, counselling services and access to consultants where staff would otherwise have a lengthy wait for NHS appointments.

## Reward & Recognition

Staff are recognised for their achievements at our summer Focus Day with our staff awards event. We also recognise those staff who have provided continuous service to the College through our long service awards.

All staff members can access offers through "You at Work"; a variety of benefits, including discounted gift vouchers, a cycle to work scheme and access to discounts and vouchers for a variety of high street retailers, restaurants, coffee shops and days out.

The College offers financial education and assistance with access to on line resources through the College's partnership with Neyber.

## Campus Resources

Both Medway and Maidstone offer on-site parking facilities for staff.

The Medway Campus comprises of three linked, purpose-built buildings, including a theatre and fully equipped teaching rooms and technical and professional rooms such as Construction workshops, Hair and Beauty salons and IT rooms.

There are staffrooms for each teaching department and a staff-only social area located on the fourth floor of the East block. In addition to the on-site restaurant, there is a Costa Coffee located in the reception area.

The Maidstone Campus consists of two recently refurbished buildings, which comprise the main block and the University Centre Maidstone (UCM). These also have fully equipped teaching rooms and technical and professional rooms such as a photography studio, video editing suites and a fully equipped aircraft passenger cabin. At the main block there is a refectory, whilst at UCM you can purchase drinks, snacks or a meal in the Oaks restaurant.

Drinking water machines are available throughout each campus. Staff have access to kitchen areas in a variety of locations in all our buildings.

## Any questions?

Please contact the Human Resources Department:  
Phone: 01622 625894  
Email: [hr.helpdesk@midkent.ac.uk](mailto:hr.helpdesk@midkent.ac.uk)