Notes for Agency Workers at the University of Sussex

Campus Facilities

1. Transport to campus
   Trains
   Falmer railway station is situated only a few minutes’ walk from the University campus. Direct trains to Falmer run from Brighton, Hove, Lewes, Seaford and Eastbourne. Further information on all aspects of train travel is available from National Rail Enquiries on 08457 484950 or at www.nationalrail.co.uk.
   Buses
   A number of bus services from Brighton and Lewes come to and from campus. All buses can be caught from the main entrance to the University, and there are several bus stops within the University campus. Bus travel between stops on campus is free. Brighton and Hove Bus Company fares are a standard single fare for any distance. For information on season tickets and all aspects of bus transport go to www.buses.co.uk.
   Cycling
   There is a cycle lane from the gyratory on Lewes Road to campus. Cycles can also be taken free of charge on all trains calling at Falmer Station. On campus there is a cycle lane between Sussex House and the residences. Cycle storage facilities have been provided in a variety of locations, and many buildings have shower facilities.
   Car
   The campus is situated next to the A27 between Brighton and Lewes. Car parking is available on campus, although parking spaces fill up very quickly, particularly during term-time, and there can be a problem with traffic congestion on campus, particularly in the early evening with cars queuing to leave. Traffic wardens patrol the campus regularly to check on illegal and dangerous parking. If you do wish to travel to campus by car, please inform the University manager responsible for your assignment, who will request a ‘pass to park’ from the Transport department. This will allow you to pay daily using scratch cards at the staff rate of £2.50 per day. Details of the campus outlets which sell scratch cards can be found at www.sussex.ac.uk/sef/services/transport.

2. Banks
   There is a Barclays Bank on the ground floor of Sussex House and a cash machine located in the entrance foyer of Bramber House.

3. Catering and bars
   There are extensive catering facilities in Bramber House as well as cafés across campus, offering lunch and breakfast items as well as coffee, tea and snacks. There are also bars at various campus locations, including the Students’ Union Falmer Bar. Go to www.sussex.ac.uk/catering/wheretoeat for more information.

4. Shops and Post Office
   There is a large Co-op supermarket and post office in Bramber House; a John Smith academic bookshop in the Library, and the Students’ Union shop in Falmer House. In term time, there is a weekly outdoor market. For full details of locations and opening hours, go to www.sussex.ac.uk/rsts/services/campustradingservices/shopsfacilitiesandretailoutlets

5. Health Centre and Dentist
   The Health Centre on campus provides NHS medical care, and it also has an NHS dentist. Eligibility to register with these services is dependent on NHS criteria. Go to www.sussex.ac.uk/rsts/services/campustradingservices/shopsfacilitiesandretailoutlets for contact details for these services.
6. Childcare facilities
There is a Co-operative Childcare nursery and preschool on campus providing childcare services for children from three months to five years. Initial enquiries should be directed to the Childcare Manager on 01273 678356. Further information can be found at www.sussex.ac.uk/childcare.

7. Library
The Library facilities are available to University agency workers. The Library is open around the clock during term-time. For more information please see www.sussex.ac.uk. In order to enter the Library and borrow or return items, you will need to request an Associate ID card from the University manager responsible for your assignment.

8. Sports Facilities
The University has excellent sports facilities and services which are open to staff, students and agency workers. These include: two sports halls, two fitness rooms, a dance studio, squash courts and outdoor pitches including an ATP. A weekly group exercise and course programme offers activities such as yoga, pilates, dance and circuit training. The therapy room offers massage and various treatments. Further information can be found at www.sussex.ac.uk/sport. University agency workers may use these facilities at the staff rate with an Associate Staff ID card, which must be requested from the University manager responsible for your assignment.

9. Sussex Centre for Language Studies
The Language Learning Centre is located in the west wing of Arts Building A. There are facilities to follow self-instruction courses in over 40 other languages. Further information can be found at www.sussex.ac.uk/languages/resources/llc. In order to access the Language Learning Centre, University agency workers must request an Associate Staff ID card, which must be requested from the University manager responsible for the assignment.

General Information

10. University vacancies web page
Details of current University vacancies can be found at www.sussex.ac.uk/jobs.

11. Bulletin
The Bulletin is published fortnightly by the Press and Communications Office, for staff and students of the University. It contains information on what has been happening in the University’s major committees, general items of interest, forthcoming events and any other newsworthy items. The staff section of the University website (www.sussex.ac.uk/staff) also carries the latest news and events, as well as useful information like the staff directory.

12. Identity cards
An Associate ID card will be required to establish your identity as an Associate of the University if you wish to gain access to certain facilities, or to access them at staff rates (if applicable) as outlined above. Associate ID cards will be valid for the duration of your assignment, and should be requested from the manager responsible for your assignment in the first instance. The manager will complete necessary paperwork and forward to the relevant administrative manager within the school/division, who will activate your Associate status. Once this has been done, you will be able to collect your Associate ID card from the Reprographic Unit in the Hastings Building.

13. University of Sussex Safety Policy
Links to the University’s Health and Safety policies can be found at http://www.sussex.ac.uk/hsa/1-2-14.html.