



Recruitment Information Pack

Executive Assistant to the Principal, Senior
Management and Clerk to the Governors

Closing Date: 2nd July 2025

Executive Assistant to the Principal, Senior Management and Clerk to the Governors

Full/Part time – 25 - 37 hours per week (negotiable), preferably over 5 days

Permanent, term-time plus 4 weeks (43 weeks per year)

Band 5 of SFCA Support Staff pay scale, point 15 - £30,960 pro rata per annum.

To start 1st September 2025

Become an Executive Assistant in a Wonderful College Environment

Are you a highly skilled and proactive Executive Assistant looking for a pivotal role where your expertise truly makes a difference? Come join our wonderful and dynamic College environment as the go-to person for our Principal and Senior Management, where you'll provide outstanding administrative, operational, and governance support.

This is more than just an assistant role; you'll be a vital right-hand to our leadership team, providing a crucial backbone for their success and contributing directly to the vibrant atmosphere of our College.

About the Role

As our strategic **Executive Assistant to the Principal, Senior Management & Clerk to Governors**, you will be at the heart of our College's leadership, working closely with the Principal, Deputy, and Vice Principals. You'll play an indispensable role in ensuring the smooth operation of executive functions and critical governance processes, all while contributing to a harmonious and productive environment.

What you'll be doing:

- **Empowering Leadership:** Provide comprehensive, high-level executive support, expertly managing complex calendars, orchestrating meetings, and preparing sensitive documents that set the benchmark for College-wide communication. You'll be a key 'gatekeeper,' strategically managing access to the Principal and SLT to optimize their valuable time.
- **Fostering Connections:** Act as a primary liaison, managing communications with professional judgment and cultivating strong relationships with staff, students, parents, Governors, and external partners to enhance our College's reputation and foster a positive community spirit.
- **Driving Efficiency:** Work collaboratively with our busy Senior Leadership Team, anticipating their administrative needs, handling correspondence, tracking actions, and ensuring momentum on strategic initiatives. You'll actively contribute to refining our office procedures for even greater impact.
- **Ensuring Robust Governance:** Provide robust administrative support to the Clerk, meticulously managing meeting papers, maintaining governance

records, and assisting with critical board and strategic meetings, including preparing comprehensive board packs.

- **Orchestrating Key Events:** Lead the logistical planning and execution for executive and College-wide events, ensuring seamless delivery that reflects our vibrant atmosphere.
- **Central Communication Hub:** Manage central College communications, ensuring prompt and accurate responses.

Who We're Looking For

We are seeking a proactive, discreet, and highly organised professional with exceptional interpersonal skills. You'll thrive in a fast-paced environment and possess a strong sense of initiative.

You'll bring:

- Proven experience providing high-level strategic and confidential executive support to senior leadership.
- Exceptional IT proficiency, including advanced skills in Microsoft Office Suite.
- Superior secretarial and administrative skills, with the ability to manage complex diaries and information systems.
- First-class communication and interpersonal skills, with a proven ability to foster a welcoming and collaborative atmosphere.
- A strong record of planning, developing, and monitoring work, meeting deadlines, and performing effectively under pressure.
- Absolute reliability, integrity, and the ability to handle sensitive information with the utmost discretion.
- A proactive, client-focused mindset, dedicated to anticipating needs and providing outstanding service.
- A calm and measured temperament, offering a reassuring presence to a busy SLT.
- Strong problem-solving skills and a natural inclination to take initiative.

Experience in an educational or public sector environment is a plus, as is a relevant qualification.

Why Join Us?

You'll be part of a supportive and dynamic team within a truly wonderful College environment. This is an unparalleled opportunity to work closely with senior leadership and make a tangible impact on the success and reputation of our College community.

Ready to be a vital part of our College's success? Apply today and join our wonderful team!

The College is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff are required to have an enhanced DBS check. We value the diversity of our staff and students and we particularly welcome applicants from under-represented backgrounds.

To Apply:

For further information please see the candidate information pack. Completed applications must be received by the closing date below. Please apply via our partner website, TES Jobs. We cannot accept CVs unless accompanied by a completed application form.

Closing date: Wednesday 2nd July 2025

Interviews: 11th/14th July 2025

Suitable candidates may be invited to interview prior to the closing date and we reserve the right to close the vacancy early should sufficient applications be received.

Job Description

Job Title	Executive Assistant to the Principal, Senior Management and Clerk to the Governors
Department:	Principalship
Grade:	SFCA support staff spine - Band 5, point 15 - £30,960 pro rata per annum
Hours:	Term Time plus 4 weeks (43 weeks per year), 25 – 37 hours per week (negotiable), preferably over 5 days
Reporting to:	Principal
Contract:	Permanent

This job description complements that relating specifically to the post and the SFCA Support Staff Conditions of Service. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the College.

Main purpose of role:

To serve as an Executive Assistant to the Principal and Senior Management, providing **exceptional administrative, operational, and governance support**.

This role is instrumental in fostering seamless communication, **supporting a busy Senior Leadership Team (SLT)**, and upholding the highest standards of confidentiality and professional representation for the College.

To arrange the provision of support for Governors and assist the Clerk to the Corporation.

Key duties & responsibilities for Principal and Senior Management:

1. **Strategic Executive Support (80%):**
 - a. **Executive Partnership & Confidentiality:** Provide comprehensive, high-level executive support to the Principal and Senior Management. This includes expert management of complex calendars, proactive meeting coordination, and preparation of sensitive documents (letters, reports, presentations) that set the benchmark for College-wide communication. Maintain absolute discretion and confidentiality in all matters, creating a supportive backbone for the leadership team.

- b. Proactive Communication & Stakeholder Engagement:** Act as a primary liaison for the Principal, managing written and verbal communications with professional judgment, discerning when to independently respond or redirect. Cultivate strong relationships with staff, students, parents, Corporation members, and external agencies to enhance the College's reputation and foster a positive community spirit. This includes serving as a key 'gatekeeper,' strategically managing access to the Principal and SLT to optimize their time and focus.
- c. Collaborative Team Support:** Work closely with the Vice Principals, providing dedicated support to help them manage their time and work effectively. This involves strategic diary management, anticipating administrative needs, and efficiently handling correspondence with key stakeholders, contributing to a harmonious and productive environment.
- d. Operational Excellence & Continuous Improvement:** Actively contribute to the continuous development and refinement of office procedures, systems, and resources, identifying opportunities to enhance support for the SLT and the wider College community.
- e. Project Coordination & Follow-up:** Lead the logistical planning and execution for key executive and College-wide events, conferences, and special projects, ensuring seamless delivery and positive outcomes that reflect the College's vibrant atmosphere. This extends to tracking actions and deliverables from meetings, proactively reminding stakeholders, and ensuring momentum on strategic initiatives.
- f. Information Synthesis & Briefing:** Conduct research and compile comprehensive briefings, reports, and presentations on various topics to support the Principal and SLT in decision-making and strategic planning. Anticipate information needs and prepare materials proactively.
- g. Financial Administration Support:** Assist with the collation and submission of expenses for the Principal and SLT, ensuring accuracy and timely processing.

2. Duties for assisting Clerk to the Corporation (20%):

- a. Clerk to the Corporation Support:** Provide robust administrative support to the Clerk, ensuring the efficient functioning of the Governing Body. This includes meticulous management of electronic meeting papers, maintaining comprehensive governance records (membership, training, minutes, attendance analysis), and supporting audit preparation.
- b. Strategic Meeting Management:** Assist with the organisation of critical governance meetings, including the annual strategic conference and Governors' link day, ensuring all logistical and preparatory requirements are met. This also includes **preparing comprehensive board packs and agendas, ensuring all necessary documentation is available for effective governance.**
- c. Elections & Appraisals:** Support the coordination of staff and parent elections and facilitate the Principal and Clerk appraisals, ensuring all necessary documentation and scheduling are handled proficiently.
- d. Governors Hospitality:** Manage all hospitality arrangements for Governing Body meetings and events, upholding a high standard of professional service and **contributing to a welcoming environment.**

- e. **Cross-College Meeting Coordination:** Coordinate and minute key strategic meetings such as the Senior Leadership Team (SLT), College Leadership Team, Support Managers, and JCC, ensuring clear action tracking and timely follow-up.
- f. **Central Communication Hub:** Manage the College's central parent email address, ensuring prompt and accurate responses or appropriate redirection of enquiries.

3. **Cross College Functions:**

- a. **Trips Policy Implementation:** Oversee the proper implementation of the College's trips policy, ensuring compliance and student safety.
- b. **Policies:** Monitor the policy system and cycle of reviews, prompting authors of the policies for renewals and refreshing policies.
- c. **Meeting Schedule Coordination:** Proactively coordinate the academic year's meeting schedules in alignment with College term dates, optimising time and resource allocation **to support College-wide activities.**

Equality & Diversity

- To ensure that Varndean College meets its obligations with respect to equality and diversity both as an employer and as a provider of education, so that all staff:
 - are able to fulfil their potential through training and development.
 - have fair access to promotion and good employment practices.
- and all students:
 - have fair access to provision that meets the needs of the diverse community.
 - are able to fulfil their potential.
 - have fair access to entry, progression and achievement.
- To ensure that the services the College provides recognise and meet the diverse needs of staff and students from different communities.
- To ensure that equality of opportunity, good race relations and harmony between different groups of staff and students is positively managed.
- To promote equality by involvement in community and strategic partnerships, which work to eliminate discrimination.

Safeguarding

- To ensure that the College has systems and procedures in order to:
 - protect children and vulnerable adults from abuse or neglect.
 - prevent impairment of health and development.
 - ensure that the College promotes healthy lifestyles and provides opportunities for young people to learn how to keep themselves safe.
- Ensure that the College environment is one that enables students to have optimum life chances and to enter adulthood successfully.

General Responsibilities

- To maintain own continuing professional development.

- To comply with College policies and procedures particularly the Health and Safety and Equality Policy and Procedures.
- To promote a positive image of the College in the local community.
- To contribute to the management of students throughout the College.
- To use IT where appropriate and develop IT skills.
- To participate in College events as required.
- To carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post.

June 2025

Person Specification

Job Title: Executive Assistant to the Principal, Senior Management & Clerk to Governors

PERSON SPECIFICATION

The person appointed will be able to demonstrate as many as possible of the following attributes or experience:

Essential Criteria:

1. A good level of general education; a degree or equivalent desirable but not essential.
2. Proven experience of working to support a chief executive or senior manager(s), coordinating meetings, supporting committees, and assisting with events across whole organisations.
3. High skill levels in all aspects of IT, including word-processing and the use of spreadsheets, desktop publishing, databases, presentations, e-mail and accessing the internet. Familiarity with Microsoft Windows and Word essential.
4. High level secretarial skills, particularly the swift production of accurate documents, often within tight time constraints, experience of arranging storage and retrieval systems, managing an electronic diary and brought forward system.
5. First class interpersonal and communication skills; the ability to help promote the image of the College and its management in a positive way.
6. A record of considerable individual responsibility for planning, developing and monitoring work, meeting deadlines and coping when necessary with situations of considerable pressure.
7. Absolute reliability and the ability to undertake work of a discreet and confidential nature.
8. A proactive and flexible approach to work that focuses on the provision of a professional service to meet the needs of the organisation.
9. Experience of working in an educational or other public sector environment desirable but not essential.
10. A calm and measured temperament and ability to work under pressure.

Varndean College has a commitment to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service (DBS). Please note, candidates' suitability to work with young people will be explored at interview.

Executive Assistant to the Principal, Senior Management & Clerk to Governors

General Terms and Conditions of Employment

1. Contract

The successful candidate will be offered a permanent support staff contract of employment.

2. Working hours/working weeks

This is a full/part time term-time plus 4 weeks (43 weeks per year) post. Hours of work are 25 – 37 hours a week (negotiable), preferably over 5 days.

3. Salary

This post is paid at point 15, Band 5 of the Sixth Form College Association, (SFCA) pay spine, currently £30,960 pro rata per annum. Salaries are paid monthly by BACS payment on the last working day of the month.

4. Annual leave

Term-time members of staff are paid their leave entitlement as salary in addition to their working weeks. This postholder will work for 43 weeks and will be paid for 49.1 weeks. This is based on an annual leave entitlement of 26 days holiday, plus 3 extra days at Christmas and 8 bank holidays (pro rata for part-time staff).

5. Pension Entitlement

All employees automatically become members of the Local Government Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute a percentage of their pensionable pay, according to their salary. Varndean College will make a further contribution of 19.8% of the pensionable pay.

6. Notice Period

You are entitled to 1 week notice for employment under 2 years and thereafter 1 week notice for each year of continuous employment up to 12 years. You are required to give 1 month notice.

7. Pre-appointment Checks

This appointment is subject to satisfactory references, an enhanced DBS check, health clearance, evidence of right to work in the UK and presentation of original qualification certificates (where required).

8. Probation

Confirmation of your appointment will be subject to satisfactory completion of a period of induction of 6 months. During this period, you will be expected to establish your suitability for the appointment.

9. **Protection of Children and Vulnerable Adults**

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The nature of this post requires the College to undertake an enhanced Disclosure and Barring Service check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the rehabilitation of Offenders Act 1974.**

June 2025





STRATEGIC PLAN 2022- 2025

OUR MISSION

Varndean College will **transform** the **lives** of our students and our community **through** our provision of **exceptional education**.



OUR VALUES



OUR MISSION

TO
TRANSFORM
THE
LIVES
OF OUR STUDENTS
AND OUR COMMUNITY
THROUGH
OUR PROVISION OF
**EXCEPTIONAL
EDUCATION**

- We inspire **academic excellence**, high expectations and a thirst for knowledge, developing a curiosity and passion for lifelong learning.
- We have a **dynamic culture** which engages staff and students, celebrates achievement, encourages innovation, and strives for continual improvement.
- We enable **true social mobility** for all student groups providing the environment, support and opportunities that every student needs to succeed in order to narrow gaps within society.
- **Equality and diversity** is at the heart of all we do. We promote understanding and respect for different cultures and communities, in college, locally and globally.
- We provide excellent opportunities for **enrichment, well-being and pastoral support** so that we build resilient, happy and successful students who flourish in life.
- **Environmental sustainability** is at our core, we are committed to carbon literacy, becoming carbon neutral and developing our estate as an area of biodiversity.
- We believe in **inspirational governance, leadership and management** and invest in our staff, empowering a confident, diverse and energised workforce.
- We responsibly use public funds and provide **value for money** to safeguard the financial stability of the College to bring maximum benefit to our local community.



Our Students are **at the heart of all we do.**

We will provide an exceptional student experience and preparation for life so that all of our students flourish at college maximising opportunities for their future employment, education and lives.





OUR PILLARS

Environmental Sustainability

We will be a leading college in sustainability, becoming carbon neutral by 2030. We will conserve natural resources to protect the global ecosystem and will develop our estate as an area of biodiversity. We will develop our curriculum so that all students are carbon literate.

Our Curriculum

We will provide an innovative, aspirational and inclusive curriculum which promotes the value of learning, fosters curiosity and knowledge and enables all students to achieve excellence. We will deliver provision which enables the ambitions of our students and responds to individual and local needs.

Global Citizenship

We will develop our students to be citizens of the world through opportunities to work alongside those from different backgrounds, including our international student community. We will develop students' personal and employability skills, to fully prepare them for their future careers and education.



A photograph of three people working in a field. On the left, a woman with long brown hair and glasses, wearing a black jacket and blue jeans, is kneeling and working with the ground. In the center, an older woman with short grey hair and glasses, wearing a dark jacket and green gloves, is smiling and looking towards the camera. On the right, a person with dark hair, wearing a blue jacket and a green headband, is kneeling and working. In the background, there is a wheelbarrow with a yellow bucket and some tools. The ground is covered with dry grass and some green plants.

OUR PILLARS

Community & Partnerships

We will lead and be renowned for partnership work and collaboration that increases the educational and employment opportunities for different groups of students, and helps our College community to grow and thrive. Through these relationships we will support adults and 16-19 year olds to progress into technical training, apprenticeships, employment and higher education.

A diagram of a temple structure with a green background. The pediment (roof) is white and contains the text 'OUR STUDENTS' in large green letters and 'AT THE HEART OF ALL WE DO' in smaller green letters below it. There are four white pillars supporting the roof. Each pillar has green text written vertically: 'ENVIRONMENTAL SUSTAINABILITY', 'OUR CURRICULUM', 'GLOBAL CITIZENSHIP', and 'COMMUNITY & PARTNERSHIPS'. Below the pillars is a wide white base containing the text 'OUR STAFF' in green. At the very bottom is another wide white base containing the text 'FINANCIAL SUSTAINABILITY' in green.

OUR STUDENTS

AT THE HEART OF ALL WE DO

ENVIRONMENTAL
SUSTAINABILITY

OUR
CURRICULUM

GLOBAL
CITIZENSHIP

COMMUNITY &
PARTNERSHIPS

OUR STAFF

FINANCIAL SUSTAINABILITY



OUR FOUNDATIONS

Our Staff

We will value and empower our greatest resource, our staff, so that they benefit from a purposeful, supportive and kind workplace and community, which strives for excellence, ensuring student success and serving the wider community.

Financial Sustainability

We will secure the future of the college, its students, staff and estate through excellent financial and resource management to enable an exceptional student experience, a happy, secure and consistent workplace and a growing and thriving community asset.



KEY PERFORMANCE INDICATORS

Area	Key Performance Indicator	Evidence	When and where will this be reported?
Strategic Objective 1: Student experience Accountability: Vice Principal (Students)	Attendance is consistently above national averages	Attendance is 92% or above	College Corporation termly.
	Over 90% of students are very satisfied with their experience	Student Survey results	College Corporation. Annually, Summer Term
	The College achieves all the Gatsby Benchmarks for effective careers education.	Annual Report measuring progress against the Benchmarks.	College Corporation. Annually, Spring Term
	90% of students access work experience or employer interactions	Careers data	College Corporation. Annually, Spring Term
	80% of university applicants (through UCAS) are successful in securing a place.	UCAS placement report	College Corporation. Annually, Autumn Term
	Students go on to positive destinations	The college scores above average in HESA survey, Retention and Destination surveys are positive. Progression from level 2 - level 3	College Corporation. Annually, Summer/ Autumn Term
	College will be graded Outstanding in next inspection	Ofsted Report	College Corporation
Strategic Objective 2: Environmental Sustainability Accountability: Principal	The college will be a leading college on AOC roadmap	Progression will be demonstrated on the AOC roadmap to Sustainability	College Corporation. Annually, Summer Term
	Carbon literacy qualification will be embedded across the college	Participation rates for Carbon Literacy project across college	College Corporation. Annually, Summer Term
	Reduced carbon footprint	Carbon footprint data	College Corporation. Annually, Summer Term
	The estate develops in its biodiversity and ecology	The estates report	College Corporation. Annually, Summer Term
Strategic Objective 3: Curriculum Accountability: Deputy Principal	Overall achievement rate is consistently above national averages.	National Achievement Rate Tables.	College Corporation. Annually, Autumn Term, Spring term
	Retention rates are consistently above national averages	Pre-census- census retention data In-year subject retention data. Retention rate year 1 to year 2 data End of course retention data	College Corporation. Annually, Autumn Term, Spring term
	All Students make positive progress and more than expected of them at level 3	Value added data ALPS above 3	College Corporation. Annually, Autumn Term, Spring term
	Teaching and learning consistently is consistently of good quality	Quality cycle Learning walks and lesson observations	College Corporation. Annually, Autumn Term
	All curriculum areas to have appropriate routes to higher education in place for students internally or externally	Course reviews SAR	College Corporation. Annually, Autumn Term
	Student enrolment increases by at least 5% year on year	Enrolment data	College Corporation. Annually, Autumn Term

Strategic Objective 4: Global Citizenship Accountability: Vice Principal- (Students)	Close gaps in achievement rates for each Equality and Diversity measure to within two percentage points.	Actual achievement rates, in year tracking data (Autumn and Spring) EDI report	College Corporation. Annually, Autumn Term
	90% of students show measurable improvement in their soft skills over a year of study (including confidence).	Student careers survey	College Corporation. Annually, Summer Term
	90% of Yr1 students engage and participate in enrichment, community projects or global experience/ international exchange provision	Enrichment report	College Corporation. Annually, Summer Term
	Satisfaction rates from student groups are positive from all groups	EDI report	College Corporation. Annually, Autumn Term
	Students' views reflect an understanding of and valuing of citizenship	Tutorial survey	College Corporation. Annually, Summer Term
Strategic Objective 5: Community & Partnerships Accountability: Principal	Adult enrolments grow in vocational and skills courses	Funded Adult education enrolment	College Corporation. Annually, Spring Term
	Achievement rates for 19+ are above national benchmarks	Achievement rates for adult and community education	College Corporation. Annually, Autumn Term
	The college increases its partnerships and engagement	Annual partnership report stakeholder feedback	College Corporation. Annually, Spring Term
Strategic Objective 6: Staff Accountability: Principal	Staff turnover and absence rates are well below SFC benchmarks	Staffing data HR report	College Corporation. Annually, Autumn Term
	100% of staff engage in CPD	CPD and appraisal records	College Corporation. Annually, Autumn Term
	Staff well being and satisfaction survey demonstrates work satisfaction above other local providers in survey satisfaction increases	Staff focus groups, appraisals and staff surveys indicate high satisfaction	College Corporation. Annually, Summer Term
	The college has an improving diversity in its workforce	HR report	College Corporation. Annually, Autumn Term
Strategic Objective 7: Financial Sustainability Accountability: Vice Principal (Resources)	College achieves actions in Financial Sustainability Plan	RAG Financial Sustainability Plan	Finance Committee/ College Corporation. Termly
	The annual budget is achieved.	Management accounts	Corporation. Annually, autumn term.
	Maintain and build positive cash balances.	Management accounts	Finance Committee/ College Corporation. Termly
	The college remains at least good for financial health	EFSA bench marks	Finance Committee/ College Corporation. Autumn Term
	The Adult Education budget allocation is achieved.	Management Accounts.	Finance Committee/ College Corporation. Autumn Term
	Revenue from other non-EFSA sources continues to grow by 15%	Management Accounts. International Report RAG Financial Sustainability Plan	Finance Committee/ College Corporation. Summer Term
	Improve the College estate through funding and investment in capital buildings and development of a new master plan.	£5million investment Property strategy	Resources committee Corporation. Annually.

Guidance Notes for Applicants

Please read these guidance notes carefully before completing your application form, along with the Information about Varndean College, the Equal Opportunities and Recruitment of Ex-Offenders information. You must also read the job description and person specification to help you decide if you are a suitable person for the job.

Application methods

Our application form is available in two formats – Microsoft Word and Adobe PDF. You can download a form from our website or request a copy by emailing hr@varndean.ac.uk or telephoning 01273 546637.

The application form is an important part of the selection process. Please complete it as fully and accurately as possible. Please do not send us your CV.

Completing the application form

The application form should be completed in black ink or type. You are advised to read through each section carefully.

- Personal Details: Make sure that your name and address, with your telephone number and email address is legible.
- Current or Most Recent Employment: Provide details of your current or most recent employment and briefly describe your key duties and responsibilities.
- Previous Employment: Starting with the most recent first, list all the employers you have worked for, providing the period you worked for them, your job title and key responsibilities. If there has been a gap in your employment record please account for this in your application. Continue on a separate sheet if necessary.
- Education and Training: Please complete as fully as possible, giving details of all formal qualifications obtained from secondary school onwards.
- Other training and professional qualifications: Provide details of any other training or professional qualifications you have gained.
- Membership of Professional Institutions: You may be a full or student member of a professional organisation, so please state the membership category. You may also state details of any lapsed membership.
- Further Supporting Information: This is the most important part of the application. You should use this section to demonstrate your suitability for the job. Complete this section as fully as possible outlining how your skills, knowledge and experience meet the essential requirements for the job. Read the job description, person specification and the advertisement to make sure you know the type of person we are looking for. Use the criteria in the person specification as headings and give examples of your experience and skills under each heading. You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment. You can supply further information on a separate sheet.

- **References:** Please provide details of two referees, including one from your present or most recent employment. Referees must be people who can comment authoritatively on your personal and professional competence. Referees should not be friends, relatives or immediate colleagues. If you have not been employed before, please give the name of your headteacher, lecturer or similar. *References will only be requested once a preferred candidate has been selected following interview.*

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

- **Disclosure of Criminal Background:** The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). Further details are available in the Recruitment of Ex-Offenders policy.

The nature of this post requires the College to undertake an Enhanced DBS check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. This will include details of cautions, reprimands or final warnings, as well as convictions. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the rehabilitation of Offenders Act 1974.**

Please note that a conviction, bind-over or caution will not automatically disqualify you from employment, but any failure to disclose is likely to result in your dismissal. By signing the application form, you will be acknowledging that you understand that a criminal records check may be made.

- **Declaration:** By signing the declaration on the application form you are giving the College explicit consent to process your personal data. Your consent is conditional upon the College complying with its obligations and duties under the Data Protection Act 1998. If you return the form by email, you are deemed to have accepted the conditions through the act of emailing your application to the College.

Equal Opportunities monitoring form

- Please complete the form in full but do not detach from the application form. This will be done by the HR department on receipt of your application form. This information will not be seen by the shortlisting panel or used for selection purposes. We are keen to maintain our commitment to Equal Opportunities and therefore information on age, gender, race and disability are kept strictly separate from the application form.
- If, as a result of a disability, you need any help with completing your application form you should contact the Human Resources Team on 01273 546637. Equally, if you need special

arrangements to be put in place should you be invited for interview, please indicate this in the relevant section of the application form.

Shortlisting and interviews

In the interests of economy, acknowledgement may not be sent on receipt of completed application forms.

Your application form is an important part of our recruitment process. The information you provide on the form and other supporting information is the only information we will use in deciding whether or not you will be shortlisted for interview. If you do not clearly demonstrate how you meet the essential criteria in the person specification, it is unlikely that you will be shortlisted for interview.

The College has a responsibility to check that all of its employees are entitled to live and work in the UK. All candidates who are invited for interview will be required to bring with them some evidence of their eligibility to work in the UK, ID and address evidence, proof of relevant qualifications and proof of any name changes. Candidates will also be required to produce any relevant examination certificates if a necessary requirement for the post.

Interviews will be conducted by a panel who will ask the same basic set of questions to each candidate, including questions relating specifically to each candidate's suitability to work with children. The interview questions are intended to allow you to expand on your application and to show the panel how closely you meet the requirements of the post. The interviewing panel will assess the candidates using a scoring system and take notes. A record of the assessment is retained.

Any candidate who considers that he or she has been unfairly discriminated against at any stage of the recruitment process by reason of race, colour, nationality, ethnic origin, age, disability, sex, religion or belief, marital status or by any other condition or requirement which cannot be shown to be justified, should submit a complaint in writing to the Chair of the Corporation, at the earliest opportunity.

Contact details

If you require any further details about the application process or our recruitment and selection procedures, please contact:

HR Department
Varndean College
Surrenden Road
Brighton
BN1 6WQ

Tel: 01273 546637

Email: hr@varndean.ac.uk

Web: www.varndean.ac.uk

Equal Opportunities Statement

Varndean College believes in the active promotion of equality and opportunity for all groups and individuals. The College values the rich diversity of all its students and staff.

We want to:

- **eliminate bias and discrimination of any kind**
- **promote equality of opportunity for all**
- **promote harmonious relations between people from diverse groups and backgrounds**

We recognise that bias and discrimination can take place both intentionally and unintentionally. We believe that such discrimination is unacceptable and want to ensure that our policies and practices provide equality of opportunity for all existing or potential staff and students.

If you experience or witness any sort of discrimination, harassment, bullying or disrespect then we need to know.

If you feel that any College policies or practices discriminate against you or others then we also need to know.

You can do this in confidence by:

Talking to a member of staff

Talking to the NUS

Contacting the Equality and Diversity Group via the College Office

Emailing your concern to equal@varndean.ac.uk

Employee Benefits

Pay

Salaries for our jobs are advertised as and when vacancies arise. We feel our salaries are competitive for the sector. Teaching salaries are agreed with the National Joint Council for Sixth Form Colleges Association. Support staff receive an annual increment on their salary each April and Teaching staff receive this in September.

Annual Leave and Christmas Closure

The College offers a minimum of 24 days' annual leave for Support Staff (plus three days at Christmas), with additional leave depending on length of service and grade.

Family friendly policies

We also offer generous parental and special leave, details of which can be provided upon request.

Flexible Working Arrangements

The College will consider applications for flexible working arrangements. As an organisation we aim to help our employees achieve a work life balance, by allowing variations in staff working patterns and hours, wherever is practically possible. Part-time working and homeworking may be considered. We have great IT systems in place to enable our staff to work easily away from the office as and when necessary.

Health & Well Being Staff Welfare & Counselling

We aim to offer support and assistance to staff during times of need. If staff wish to seek confidential advice at any point, they will be able to speak to our HR department. External counselling services can also be provided on request.

Employee Assistance Programme

In partnership with Health Assured the programme gives all our employees, and their family members confidential support, resources and information for personal and work-life issues. These services are provided at no charge. External Counselling services can also be provided on request.

Health Screenings

Various Health Screenings are offered throughout the year, this includes flu vaccinations in November each year, free of charge to staff.

Eye Tests

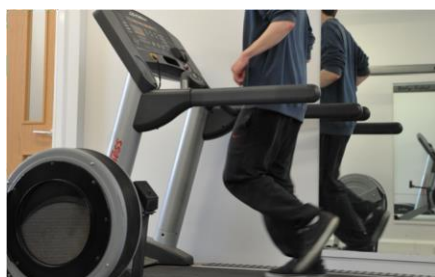
We offer vouchers for staff who regularly use computers for more than one hour at a time and depend on this equipment to do their work. These vouchers are only for use at SpecSavers and are not transferable. The college will pay for the eye test and also contribute up to £25 towards glasses, if required.

College Gym

The new state of the art gym is available for all staff to use. You will need to complete an induction session with a member of the PE department.

Gym Membership

The Gym Brighton London Road offers a discounted Solo Membership monthly rate of £18.99 per month for Varndean College Employees (standard rate £22.99 per month). A standard joining fee of £15.00 applies on initial sign up. We have a discounted corporate membership for Brighton and Hove Sport Complexes. This includes unlimited gym, swimming, exercise classes and health suite at any centre within the Brighton and Hove area. For further details visit [Withdean Sports Complex](#). Staff can also use the college gym equipment free of charge. You will need to complete an induction session with a member of the PE department.



Cycle to Work Scheme

Save 26 - 40% and spread the cost of purchasing a new cycle. Staff are able to purchase a new cycle and/or cycle equipment free of income tax and national insurance contributions through the cycle to work initiative.

Trade Union Membership

The college values the role of trade unions and has good working relations with the three trade union branches represented at the college. Details of the unions and their union reps are detailed below:

- [UNISON](#) - for administrative staff (currently no rep)
- [National Education Union](#) - for teaching staff and learning support assistants (union rep Jason Wye - jdw@varndean.ac.uk)
- [NASUWT](#) - for teaching staff

The unions provide advice and support to members over a wide range of matters such as management issues, relations in the workplace, workload, health and safety etc. There is good co-operation between the unions and they work in partnership with management on all of the major issues affecting staff throughout the college.

There is no obligation on any member of staff to become a member of a union.

College Cafeteria

The College cafeteria is in the Hone Room on the first floor and caters for all students and staff. Its opening hours are 8.30 am to 2.10 pm Monday to Friday during term time. It provides a range of hot meals, salads and snacks. There are also vending machines selling drinks and snacks. A weekly menu is found on the intranet and in the staff bulletin.

Discount on our Adult Education Courses

All staff get 5% discount off the full fee for any of our [Adult Education courses](#). The college offers a broad range of short courses and Saturday workshops, including arts and crafts, music, counselling, yoga and exercise. Please look out for the special discounts (up to 25% off) for a range of courses each term.

The Library

The library is based upstairs in the new Loft along with the Careers Service. It opens from 8.30 am every day and is stocked with over 15,000 books, magazines and periodicals, as well as CDs and DVDs. As a staff member at Varndean College you are automatically a member of the Library and will need to show your ID badge to borrow resources.



Future Planning Pension Scheme Support Staff

All support staff automatically become members of the Local Government Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute a percentage of their pensionable pay, according to their salary. Varndean College will make a further contribution of 19.8% of the pensionable pay.

Teaching Staff

All teaching staff automatically become members of the [Teachers' Pension Scheme](#), unless they decide to opt-out. Members of this scheme are required to contribute between 7.4% and 11.7% of their pay (depending on the salary range) and Varndean college will make a further contribution of 16.48% of the pensionable pay.

Additional Voluntary Contributions (AVC)

Additional voluntary contribution (AVC) allows members of workplace pension schemes to pay extra contributions to build up additional benefits. Employees interested in finding out more about AVC should contact the Payroll Manager.

Learning & Development

The College is committed to the on-going professional development of our staff. Training needs are highlighted through the annual appraisal scheme and development needs are continuously reviewed. As part of this we offer a combination of in house (Staff Development Sessions) and external training opportunities.



What people say about Varndean College

"varndean is my local college and I'd only heard positive comments about its warm inclusive atmosphere and diverse range of subjects."

"It's easy to underestimate the positive impact on your learning - and general wellbeing - of a nice environment. Varndean is a friendly place, where people from an eclectic mix of backgrounds, with an even broader range of interests, feel at ease - and that really matters."



"The staff are the most enthusiastic I have ever been taught by and I feel very well supported."

"I had a really rough time in my secondary school. I truly began my education at Varndean. I was there for three years and I really wish I could have stayed longer."



"Varndean is the most supportive and nurturing FE college in Brighton and we will always sing its praises out loud."

The Area

Varndean College is situated on the northern outskirts of the city of Brighton, a cosmopolitan seaside resort situated on the south coast about an hour south of London by train.

It's a popular destination for holiday makers, day-trips, international students, as well as many national and international conferences. Its broad shingle beach is backed by a lively seafront with Regency-era buildings, the Brighton Pier (originally opened in 1899 but now with many fairground rides, amusement arcades and food kiosks), Brighton Marina as well as the new British Airways i360. Inland, the city is home to the spectacular and majestic Regency palace, The Royal Pavilion, once home to the Prince Regent (George IV).

The town boasts a large indoor shopping centre (Churchill Square) and is also famous for its quaint historic shopping quarter The Lanes, as well as the Bohemian North Laines. Is also known for its nightlife, arts scene, outdoor events (e.g. Veteran Car Run, Brighton Marathon, National Speed Trials) and various festivals, notably The Brighton Festival which takes place throughout May every year. There are a number of theatres hosting touring productions, as well as the 5000-seat venue The Brighton Centre, which hosts a wide range of concerts, an annual ice show, as well as sporting events and major conferences and exhibitions.

On the outskirts of the city are a number of large beautiful parks, namely Stanmer Park and Preston Park, with the South Downs and Devil's Dyke being only a short drive away.

The city is served by two main railway lines, Southern Rail and Thameslink, with direct trains to London Victoria and London Bridge taking just one hour, and is around a 25-minute drive from London Gatwick Airport. There is also an extensive network of local and national bus services serving the city and surrounding districts.

There is a diverse range of housing, from studios and flats in the city centre to flats, terraced, semi-detached and detached properties in the surrounding suburbs. There are a large number of local state-run primary and secondary schools, a range of independent schools, as well as three main state-run sixth form colleges and two universities, Sussex University and Brighton University.



