Varndean
Sixth Form College

RECRUITMENT INFORMATION PACK

CATERING ASSISTANT

CLOSING DATE - 4TH DECEMBER 2026

CELEBRATING 50 YEARS ESTABLISHED 1975

TRANSFORMING LIVES THROUGH EXCEPTIONAL EDUCATION

Catering Assistant x 2
Post 1: 20 hours per week (Mon – Fri, 10.00 am – 2.00 pm)
Post 2: 25 hours per week (Mon – Fri, 9.00 am – 2.00 pm)
Both posts are term time only (39 weeks per year)
Permanent
Band 3 of Sixth Form Colleges Association, point 7 - £26,859 pro rata per annum.
Post 1 actual salary: £12,452.30 per annum.
Post 2 actual salary: 15,565.38 per annum.
To start ASAP

Varndean Sixth Form College is a thriving and successful college with an excellent reputation for high outcomes, providing an inspirational student experience and adding value to all of our community. Situated in the vibrant city of Brighton and Hove we are proud of our strong sense of community, our commitment to transforming lives through education and our reputation for innovation. With a dynamic and forward-thinking culture, we are passionate about creating opportunities for all our students to flourish.

We are looking for a friendly and enthusiastic Catering Assistant to join our Catering team. You will have effective communication skills and the ability to work well in a team, as well as strong attention to detail, essential for maintaining hygiene, safety and presentation standards.

The College is dedicated to safeguarding and promoting the welfare of children and young people. 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.

We can offer:

- A supportive, communicative and consultative working environment.
- A commitment to the on-going professional development of our staff.
- The opportunity to join our Corporate Memberships to Freedom Leisure or the Brighton Gym, use of the College Fitness Suite and a Cycle to Work Scheme.
- A salary sacrifice Techscheme.
- The use of an Employee Assistance programme offering unlimited 24/7 support on a range of topics, issues and matters.
- Annual health screenings, flu shots and free eye tests, and free exercise/well-being classes.
- Access to Staff Welfare services on a referral basis.
- Free use of College Library resources.
- Regular staff social events throughout the year.

To Apply:

For further information please see the candidate information pack. Completed applications must be received by the closing date below. We cannot accept CVs unless accompanied by a completed application form.

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.

Closing date: Friday 4th December 2026 at 12 noon.

Job Description

Job Title	Catering Assistant x 2
Department:	Catering
Grade:	SFCA support staff Band 3, point 7, currently £26,859 pro rata per annum.
Hours:	Post 1: 20 hours per week (Mon – Fri, 10.00 am – 2.00 pm) Post 2: 25 hours per week (Mon – Fri, 9.00 am – 2.00 pm), Both posts are term time only (39 weeks per year)
Reporting to:	Executive Chef Manager
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 grab-and-go products to staff and students, assisting customers by providing a convenient purchasing experience, handling the products, and processing payments at the till. Key aspects of this role include maintaining a well-stocked and tidy display of grab-and-go items, ensuring products are fresh and available, and efficiently managing customer transactions to reduce queues and enhance satisfaction.

Key Duties and Responsibilities:

Serving:

- Helping to serve grab & go products to students and staff, including using the till.

Cleaning & Maintenance:

- Washing pod kitchen equipment & outside pod - maintaining high standards of cleanliness of equipment in the kitchen and dining areas, and general cleaning of floors and tables.

Health & Safety:

- Ensuring strict adherence to food hygiene, health and safety regulations, and reporting any unsafe practices or faulty equipment to the Chef Manager.

Stock & Supplies:

- Monitoring and managing food supplies, receiving deliveries, and notifying supervisors of any shortages.

Customer Service:

- Providing efficient and friendly service to students and staff and responding to their needs and feedback.

Skills and Attributes:

- **Strong Communication:** Ability to communicate effectively with colleagues, staff, and students.
- **Attention to Detail:** Crucial for maintaining hygiene, safety, and presentation standards.
- **Teamwork:** Working effectively with other catering staff to ensure smooth operation.
- **Professional Conduct:** Upholding high standards of ethics and behaviour and demonstrating positive attitudes.
- **Initiative:** Being able to act quickly to resolve issues or challenges that arise.

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.

November 2026

Person Specification

Essential and Desirable criteria for the post of **Catering Assistant.**

The successful candidate will be able to demonstrate that they meet the following criteria:

Attributes	**Essential**	**Desirable**
Skills/Abilities	• Ability to work effectively and supportively as a member of a team. • Ability to communicate effectively with colleagues, staff, and students. • Strong attention to detail, crucial for maintaining hygiene, safety, and presentation standards. • Upholding high standards of ethics and behaviour and demonstrating positive attitudes. • Being able to act quickly to resolve issues or challenges that arise.	
Experience		• Previous catering/customer service experience. • Previous cleaning experience.
Other Requirements	• Ability to demonstrate commitment to Equal Opportunities. • Willingness to be flexible. • An understanding of safeguarding and its importance within the college.	

Varndean Sixth Form 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.

General Terms and Conditions of Employment - Catering Assistant

1. **Contract**

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

2. **Working hours/working weeks**

This is a part time, term time only (39 weeks per year) post. Hours of work are:

Post 1: 20 hours a week, Monday – Friday, 10.00 am to 2.00 pm.
Post 2: 25 hours a week, Monday – Friday, 9.00 am to 2.00 pm.

3. **Salary**

This post is paid at point 7, Band 3 of the Sixth Form College Association, (SFCA) pay spine, currently £26,859 pro rata per annum. Actual salary will be:

Post 1: £12,452.30 per annum.
Post 2: 15,565.38 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 39 weeks and will be paid for 44.6 weeks. This is based on an annual leave entitlement of 24 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 Sixth Form 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.**

Nov 2026


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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

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.





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.





OUR FOUNDATIONS

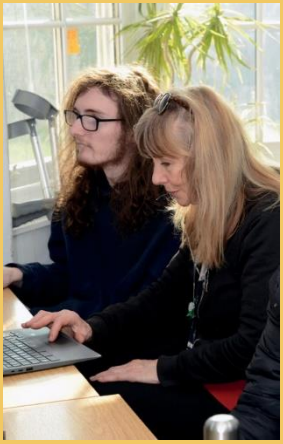
Our Staff

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 Sixth Form 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 recruitment@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 show 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 Sixth Form College
Surrenden Road
Brighton
BN1 6WQ

Tel: 01273 546637
Email: recruitment@varndean.ac.uk
Web: www.varndean.ac.uk

Equal Opportunities Statement

Varndean Sixth Form 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 provide an eye test voucher, which includes certain benefits and contributions.

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 Sixth Form 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.

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 Sixth Form 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 Sixth Form 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 6.4% of their pay (depending on the salary range) and Varndean Sixth Form College will make a further contribution of 23.68% 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.


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THE NIGHT HAS NO MOON,
IT HAS AS MANY AS A RAVEN.
BUT YOU CAN HEAR FAR AWAY
WHISPERS OF THE STARS AND
TREES AND SHINE BIGGER
BRIGHTER THAN
THE REST.






STAFF
STAFF






STAFF
STAFF

What people say about Varndean Sixth Form 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 Sixth Form 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

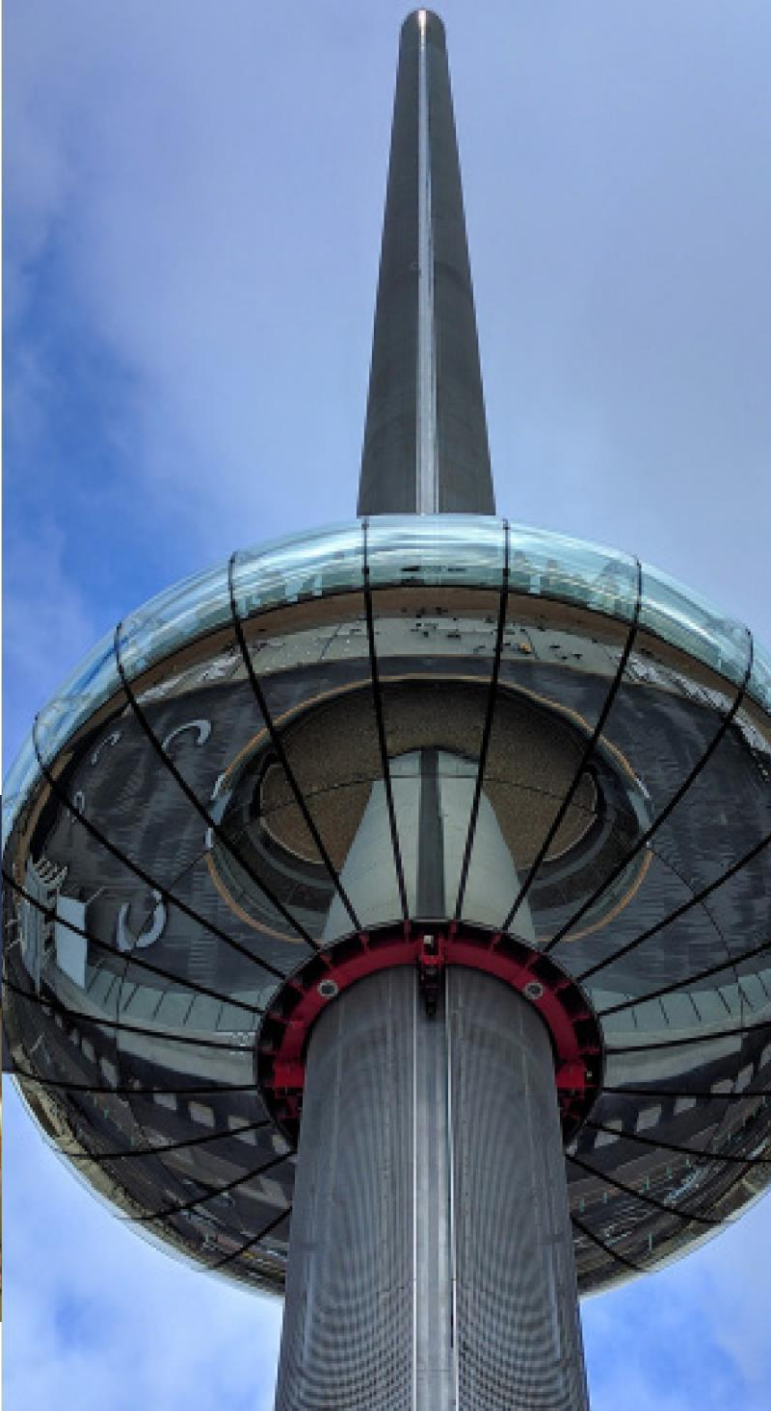
Park, with the South Downs and Devil's Dyke being only a short drive away.



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.










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