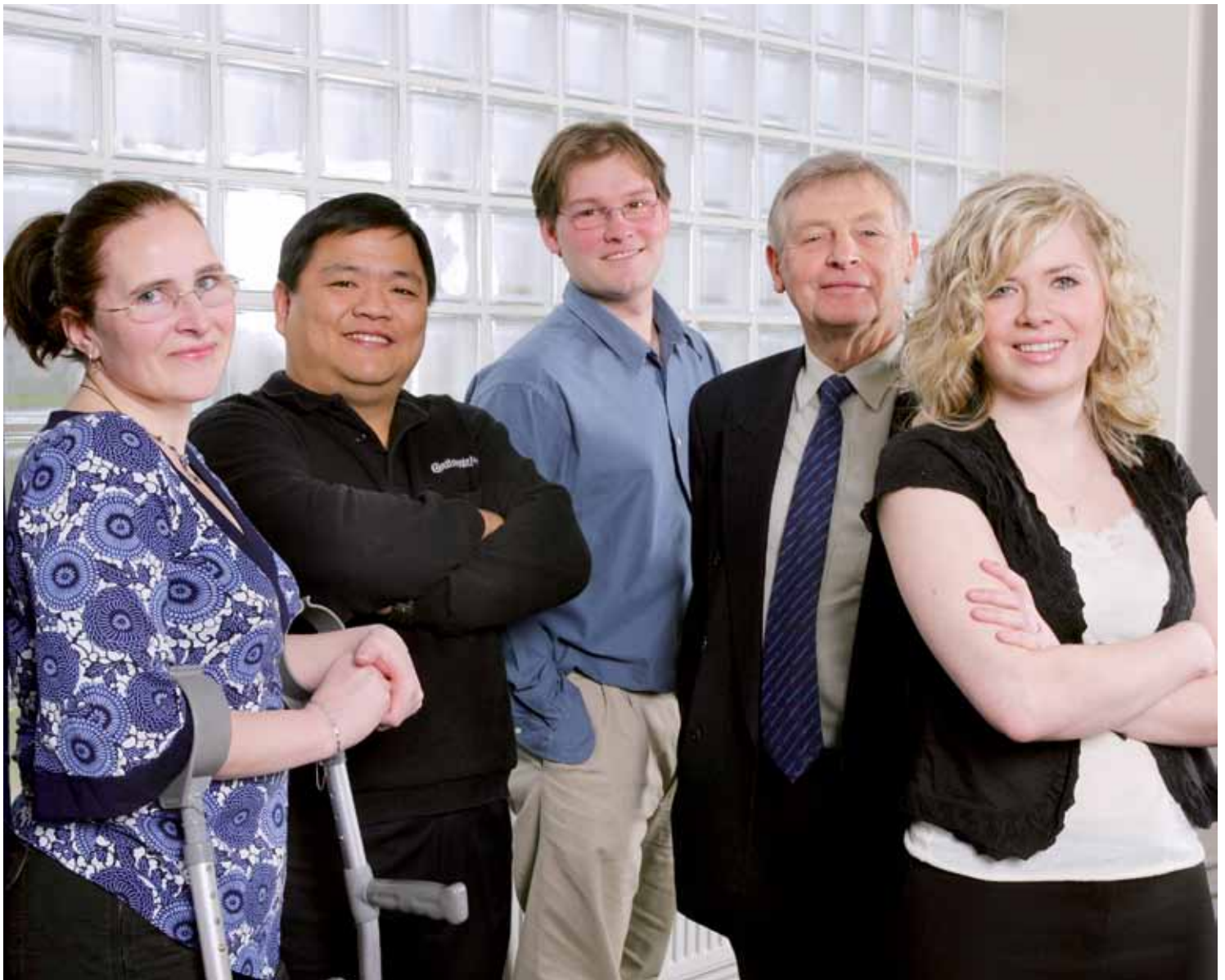




CENTRAL SUSSEX COLLEGE



Working at Central Sussex College

a guide for applicants

for **whoever** you want to be

Who are we?

Central Sussex College is a further education college providing education and training in a diverse range of occupational sectors. It's also one of the largest employers in the area.

With many campuses across central Sussex, we provide a friendly, supportive environment where you can enjoy being part of our continuing success. And with an estimated £90m being planned on redevelopments across two of our main campuses, there's never been a more exciting time to join us.

Significant investment has already taken place in recent years to ensure that our 2,900 full-time students and 9,000 part-time students have access to a comfortable and progressive learning environment.

Our mission

Our aim is to be the college of choice by putting skills and learning at the heart of everything we do.

All staff, whether academic, administrative, support or technical, play a crucial role in supporting teaching and learning, whilst contributing to the overall achievements of the College.

Our credentials

The College is a Centre of Vocational Excellence (CoVE) in both Care and Construction, in partnership with another Sussex college. CoVE status in Retail has also been awarded to the College, as part of a training consortium, and most recently CoVE status in two Engineering disciplines has also been achieved, in partnership with other organisations.

The College achieved Action for Business College status in spring 2006 and has been asked to participate in the pilot of the New Standard for Business. In recent independent research, commissioned by the Learning and Skills Council, the College topped the list of colleges in Sussex for employer satisfaction. The College also achieved accreditation as a Centre of Excellence from the Chartered Institute of Purchasing and Supply (CIPS) in 2007.

Central Sussex College is situated in one of the most economically buoyant regions of the country and works with more than 1,500 businesses to provide training in a variety of areas. The annual turnover was £31.4m in the 2008/09 academic year, with a predicted growth of 3% per annum.

What we offer

The College offers a superb choice of full and part-time courses in academic and vocational subject areas at its campuses in Crawley, Burgess Hill, East Grinstead and Haywards Heath, all of which are easily accessible by a strong road and rail network.

Currently, nearly 900 highly skilled staff are enjoying our challenging and exciting environment with its wealth of teaching and support opportunities.

What our staff say

Suri Araniyasundaran

Deputy Principal, Crawley campus



I started working at Central Sussex College (then Crawley College) in January 1993, having worked in the private sector and the health service, with five years' experience as a qualified accountant.

I am Deputy Principal and the Executive Director for Corporate Services, with a

strategic and overall responsibility for Finance, Student Information, Information Learning Technology and Property and Facilities.

During the 16 years I have been at the College, I have

progressed from my starting role as the Management Accountant to my current position. I carried out the Management Accountant role for one year, and following a promotion led the Finance team for six years as the Finance Manager. In 2000 I took on the role of Director of Finance and Administration which covered the overall responsibility for Finance, Student Information and Property and Facilities.

In July 2005, when Crawley College merged with Haywards Heath College to form Central Sussex College, I was successful in taking up my current role, and was proud to be part of creating a new college.

I enjoy my work - my current role is challenging and extremely rewarding and in many ways, every role at the College has been the same. The College has been very supportive of my own development, enabling me to gain a Maths BA eight years ago.

Lauren Kemsley

Technology Key Skills Lecturer, Crawley campus



I began working at Central Sussex College as a temporary administrator over holiday periods, at the age of 17. I was able to continue this while completing my degree, and eventually worked permanently for two days a week as my university timetable would allow.

After graduating with a degree in English and American Studies, I increased my hours as an administrator and began my Certificate in Education in 2005. To supplement my teacher training, I took an Engineering Key Skills class for three hours a

week. In the second year of my Cert Ed I took on part-time teaching hours and part-time admin. I continued to teach Key Skills in the Engineering department and found the more classes I had, the more I enjoyed it.

After completing my Cert Ed I was offered a full-time Key Skills Lecturer position based within the Faculty of Technology. This is now my fourth year of teaching and I thoroughly enjoy working with the staff and students. There are always opportunities at the College to get involved, be it charity events or achieve additional qualifications. I work within an excellent team and feel well supported by them and the rest of the College. Working here has enabled me to complete my teacher training and establish my career. I enjoy coming into work every day and really love the buzz of College life.

Mel Fincham

Switchboard Operator, Crawley campus



I joined the College as a temp in April 1997, only expecting to stay for a few weeks. Here I am, 11 years on and still here. My main role is as the College Switchboard Operator, however I am also responsible for lost property and updating the database for our telephone directory, which is on the staff intranet.

I also help with other duties when needed, for example the post, printing and print finishing, and I'm happy to assist students with our over-the-counter services like selling stationery.

I must say that the College is a friendly, warm place to work. Although I spend the majority of my day on the telephone, I find myself dealing with all kinds of enquiries and problems and I enjoy helping people find the right solutions. I deal with both students and staff on a daily basis too, so no two days are the same.

Lindsey Ashworth

Administrative Team Leader, Haywards Heath campus



I started working at the College in September 2003, having worked at the University of Brighton for 20 years. I lead, manage and coordinate the workload for a team of eight staff and two student shop assistants. I coordinate the administration for the eight curriculum areas and oversee the running of the Reception

area and College Shop, as well as coordinating the Work Placement Scheme, dealing with the CRB service for students and responding to student job references.

During my time here I have become a member of

the Haywards Heath Leadership Group and the Staff Development Group. My team and I also provide support to other areas across the College such as the Vice Principal, the Director of Teaching and Learning and the Curriculum Support Services Leader and many day-to-day tasks across the campus.

I enjoy my work, particularly as I have an excellent administration and reception team. They all take pride in their work and produce a high quality output. The campus is a friendly place to work and staff and students are working hard towards making the College an outstanding place for all.

Gary Cooke

Course Coordinator, Motor Vehicle Engineering, Crawley campus



I started working for Central Sussex College back in 2005 after leaving the Army. The College was kind enough to allow me to do two weeks' work experience whilst still in the Army so I could decide if teaching was for me.

I have been guided and supported since starting, but also challenged constantly to

keep me on my toes. I decided to leave the College last year and work for one closer to home. I stayed away for

three months before coming back. The Learner Support Services department is the best I've seen in the south so far for supporting learners and staff. Having dedicated Key Skills lecturers means the pressure is taken off the lecturers and benefits learners. Training is available for me to develop myself and my own skills and team meetings really help our team gel. Overall, I believe staff morale is high at the College and this helps with all aspects of my job. Staff are always happy to help one another, and if they can't help they will steer you in the right direction to someone who can.

Eiren Mumford

Marketing and Communications Co-ordinator, Crawley campus



I have worked for the College on two separate occasions. I left my current role in 2007 to go travelling, but was delighted to be offered it back when I reapplied a year later.

The College is a great place to work and I work with a great team of people; I would have been mad

not to have come back! Whilst working at the College, I have been fully supported to develop personally and professionally; an organisational culture which

I had not come across in my earlier career. I have a clear understanding of the College's strategy and how my support role fits into this through the open communication channels I have with my Manager and within the College.

Campuses and Locations

Central Sussex College has seven campuses across the county in Crawley, Haywards Heath, East Grinstead and Burgess Hill.

All campuses offer superb training facilities, and are easily accessible by road and rail and within reach of London, Gatwick and Brighton.

We are currently making a significant investment in new College buildings with a £30m campus redevelopment underway at our Haywards Heath Sixth Form campus. A master plan for the complete redevelopment of our Crawley campus proposes an investment of over £60m in fantastic new learning facilities.

Crawley campus

College Road, Crawley, West Sussex, RH10 1NR
Tel: 01293 442200

The Crawley campus is one of our largest campuses, located just ten minutes from junction 10 of the M23 and within walking distance of Crawley railway station and the town's bus station. Situated in the heart of a busy commercial centre yet just a short ride from the Sussex countryside, facilities include a training restaurant, hair and beauty salons, state-of-the-art Engineering and Construction training workshops and a purpose-built Retail Training Suite.

Haywards Heath campus

Harlands Road, Haywards Heath, West Sussex, RH16 1LT
Tel: 01444 456281

Located just five minutes from Haywards Heath railway station on the London to Brighton line, students studying at this sixth form campus gain consistently excellent results and are benefiting from the first and second phases of our campus redevelopment including a new performing arts space, the Hub. When complete, the redevelopment will provide new science laboratories, a hair salon, catering training area and new learning resource facilities.

Burgess Hill campus

Victoria Business Centre, 43 Victoria Road
Burgess Hill, West Sussex, RH15 9LR
Tel: 01444 242751

Our Burgess Hill Campus was opened in January 2004 at Victoria Business Centre to provide vocational training for adults in brickwork, plumbing, car maintenance and repair and vehicle restoration. The campus is easily reached by road and is less than a mile from Burgess Hill railway station and town centre, which boasts a range of shops and eating places.

East Grinstead Central campus

Queensmere House, 49 Queens Road
East Grinstead, West Sussex, RH19 1BG
Tel: 01342 321874

Centrally located in Queens Road, this purpose-built campus was opened in January 2003 and features air conditioned IT workshops, a cookery demonstration room, an art studio, a dark room and aerobics and dance studio. Since opening it has also seen the addition of Intuition hair and beauty salons.

East Grinstead, The Birches campus

Unit 4d, The Birches Industrial Estate, 49 Queens Road East Grinstead, West Sussex, RH19 1XZ
Tel: 01342 325320

The Birches campus was opened in January 2004 in partnership with Imberhorne and Sackville schools to provide training in construction and motor vehicle engineering, which students at both schools can take alongside their GCSEs. The campus also runs flexible part-time training courses for adults. It is easily reached by road and is only a five-minute drive from East Grinstead town centre, which has a range of shops and cafes, and a leisure centre close by.

Why join us?



Benefits

We offer competitive salaries to our staff who can also enjoy further benefits such as:

- **Pension scheme**

All staff are entitled to opt into our final salary pension schemes;

- **Holidays**

All staff receive a generous annual leave package, on top of which staff receive annual college closure days over the Christmas and New Year period;

- **Parental benefits**

We offer generous maternity, adoption and paternity benefits to new parents, including paid leave that is higher than statutory levels and we also participate in the Childcare Voucher scheme, which can help save money on childcare costs;

- **Healthcare**

In addition to a generous sick pay scheme we can offer support through occupational health and have negotiated discounts for staff with Benenden Healthcare. We also contribute to the costs of eye tests for staff who regularly use a computer, and all staff have access to the occupational health adviser and a counselling service;

- **Subsidised gym membership**

Staff can also benefit from a reduced membership fee for Crawley's leisure facility, K2, enabling them to use the gym at a discounted rate.

Continuing Professional Development

The College supports and encourages continuing professional development and the recognition of staff achievements. We regard our employees as our most valuable asset and place a strong emphasis on developing their skills and knowledge to ensure that the College has a highly motivated and skilled workforce.

We also hold regular all-staff development days to share best practice and provide everyone with an opportunity to shape the future of the College.

Our progressive employee development initiatives enable staff, individually and collectively, to enhance their knowledge and expertise, allowing them to fulfil their job role effectively whilst at the same time achieving a high level of job satisfaction.

'Golden Hellos'

New teachers may be entitled to receive a 'Golden Hello' when teaching in certain subjects. Further details can be found at www.teachernet.gov.uk/fegoldenhellos.

Equality and Diversity

The College has developed and implements an equality and diversity policy that aims to ensure equality of opportunity and treatment of all current and intended employees.

We are committed to ensuring that no job applicant or current employee receives less favourable treatment on the grounds of gender, age, disability, sexual orientation, ethnic origin, or religious belief, or is disadvantaged by requirements that cannot be justified.

The College is dedicated to valuing diversity within the organisation, encouraging professional and personal development and improving the work/life balance of our employees.

Job shares are considered for the majority of posts.

Multi-faith

Our strong international learner community adds to the College's diversity. We have multi-faith rooms that are available to staff and learners for prayer and reflection.

Trade Unions

Every member of staff has the right to join a Union - the College recognises UCU, Unison, NUT, ATL and NASUWT.

Awards

Long Services awards recognise the loyalty of people who have worked at the College for ten years. There are further awards to recognise long service every five years thereafter.

Life at the College

Car Pool

A 'pool' of College cars is available for business use throughout the working day - eg. for travel between campuses. You will need to produce your driving licence and book a car in advance through the Property and Facilities department.

Computer Log-in

All new staff are issued with passwords to gain access to the Central Sussex College computer network and email system, which includes access to the staff intranet.

First Aid

First Aid is available from qualified First Aiders at all campuses, as indicated on noticeboards throughout the buildings.

Food Courts

Our Crawley campus Food Court offers a wide range of hot and cold food and beverages and is open to all learners, staff and visitors. Staff at our Haywards Heath campus also benefit from hot meals which are available from the Common Room, while those based at the Horsham campus can visit the food court for hot and cold snacks. Vending machines are also available at all College campuses.

Hours of work

Full time employees can expect to work 37 hours a week Monday to Friday, although you may occasionally be required to work evenings or weekends depending on the nature of the job, for which you will usually be offered time off in lieu, unless overtime payment has been agreed.

Flexible working arrangements, including term-time only, part-time work and job share are common in the College.

Directors will be required to join a Duty Head evening rota which will involve an evening's work once every few weeks, or occasionally a Saturday.

Notice periods

The notice period required for your role will be outlined in your Contract of Employment.

Induction and Probation

All new staff have the benefit of induction training. New employees start on a probationary period, details of which can be found in your Contract of Employment.

Performance and Development Reviews

All staff are entitled to annual performance and development reviews to assess your progress, set targets for the coming year and agree any training needs you may have.

Salary

Your salary will be paid on the 28th day of the month - or the nearest working day prior to the 28th - directly into your bank account.

Sickness

If you are absent from work due to sickness or injury, you will need to comply with the College's sickness procedures. You will be paid in accordance with the College's sick pay scheme.

Smoking

The College operates a non smoking policy. Whilst we have designated smoking areas on campus, we are actively supporting staff and learners who want to stop smoking.

Travel expenses

Staff travelling between College sites will be entitled to claim mileage allowance, providing they can supply evidence of being insured for business use. Mileage is paid at a rate of 40p a mile for the first 10,000 miles and 25p a mile thereafter.



Enjoy...



Courses

Staff are encouraged to pursue any courses or subjects they are interested in, whether to enhance their skills or simply for enjoyment. Funding may be available as part of our staff development programme, dependent on the course and its relation to your role at the College.

Discounts

Staff may be able to use their College ID card to obtain discounts with local retailers. Please check with colleagues at your base campus or look on the staff intranet for details.

Facilities

Our staff can benefit from fantastic facilities such as:

Affordable beauty...

Our Intuition hair and beauty salons offer the chance to pamper yourself at very affordable prices. All treatments are carried out by trainee therapists and stylists under close supervision. Staff members are entitled to one free treatment a year and can receive a further 10% off any other treatments.

...and dining out

Our training restaurant, Le Cordon Vert, is open for lunches, themed evening meals and a weekly bistro, and enjoys an enviable reputation in the local area with a five star 'Scores on the Doors' rating for food hygiene. Staff at the Crawley campus can also purchase food produced by trainee chefs in the hotel school shop to take home, such as soups and patisserie items.

Staff also have full use of all libraries and learning centres.

Homebuy Scheme

Staff at Central Sussex College may be eligible to participate in the Homebuy scheme, a government funded initiative to assist people in buying a property. This scheme is run by Moat Homes Ltd - to find out more please speak to a member of the Personnel team.

Social events

The College encourages staff to socialise and holds an annual summer buffet and seasonal celebrations. Staff can join the College's Golf Society which holds regular tournaments at courses across Sussex. Those interested in a particular sport or hobby are welcome to join with like-minded colleagues in forming teams or clubs.

Staff newsletter

Our fortnightly staff newsletter, Spotlight, gives staff the chance to share success stories, student news or ideas, and also provides a way of communicating College information. The staff intranet is another way in which staff can share news, information or announcements.

Supporting charities

The College actively participates in fundraising for national and international causes, such as World AIDS Day and Children in Need. It also supports local causes and for the last few years has encouraged charity donations instead of Christmas cards, raising money for St Catherine's Hospice and Chestnut Tree House.

Guidance for job applicants

Before you start

1. If you have applied by post for an application pack, make sure you have received all relevant forms and documents, such as job description and person specification, application form, equal opportunities form and other documents relevant to the post. If anything is missing please contact the Personnel department on 01293 453451.
2. Whether you are applying online or by post, read the job description and person specification carefully and ensure you meet the requirements before you complete the application.

Completing your application

1. Allow plenty of time to complete your application.
 - If you apply online, you will be asked to create an account which you can return to later to complete your application.
 - If you are completing a paper application, it may be useful to make a copy of the application form and fill in a draft first to ensure you don't make mistakes. Use black ink where possible so it can be easily copied. If you run out of space, please use additional paper.
2. The 'What makes you suitable for this job?' section is your chance to state why you are the right candidate for the job. Please use the opportunity to outline your experience and tell us of any relevant skills and knowledge you may have gained both in and outside the workplace.
3. When an offer of employment is made, references will be taken up with your current and previous employer. If you have only had one employer please name someone of an appropriate status that can provide evidence of your suitability to the role.
4. If you are completing a paper application, don't forget to sign the form as this is a declaration that the information you have provided is correct. If any information contained in the form is later found to be untrue, this may result in dismissal if you are appointed to the role.
5. Please complete the equal opportunities form and return it with your application. It is confidential, and will be separated from your application before it is assessed. The information you provide will be used for personnel, statistical and monitoring purposes only, in order to help the College ensure that its policy of equal opportunities is working.
6. Please check the closing date for the job you have applied for carefully and allow enough time for your completed paper application or online application to reach us. Applications received after the closing date will not be considered.

What happens next?

When all applications have been received the candidates that best meet the criteria specified will be invited for interview. Your application will be assessed on merit and you will receive equal treatment regardless of your gender, age, disability, sexual orientation, religion or ethnic origin. If you have been shortlisted, we will write to you to invite you for an interview. At this stage, you will be asked to complete a pre-employment health questionnaire, to check your fitness to do the job (for health and safety reasons) and a CRB form. If you do not hear

from us within four weeks of your application, please assume you have not been shortlisted on this occasion.

Preparing for interview

1. Prior to your interview, we strongly advise that you read through your application again, along with the job description and person specification, to familiarise yourself with the requirements of the job. You may prepare further by considering questions the interview panel may ask about your previous experience, suitability or skills. You could also find out more about the College by looking through the website, downloading relevant documents or asking our Personnel department to send out any further documents you may require. Finally, note down any questions you may wish to ask about the role.
2. Depending on the job you are applying for, it may sometimes be requested that you prepare a short presentation or complete a job-related task during your interview. We will let you know in your interview letter whether this is the case. The decision to appoint a candidate will not be based solely on the performance during this task.
3. The interview will usually take between 20 minutes and one hour, depending on the nature of the job. This will be carried out by relevant staff such as your prospective line manager(s) and a representative from Personnel. All candidates will be asked the same questions and there will be an opportunity at the end to ask any questions you may have.
4. If you have a disability, we would appreciate your advice on help we can give to enable you to attend, or participate in, the interview. At the interview, you will be asked if your disability would affect your ability to do the job, and in accordance with the Disability Discriminations Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.
5. Please note we are unable to refund any expenses incurred by candidates travelling to College for interview.

Candidate selection

When the interviewers have reached a decision about the person they wish to appoint, the successful candidate will be notified by telephone to see whether they wish to accept the position. The offer will then be made in writing, subject to satisfactory references.

The appointment of a candidate will be made subject to:

- a satisfactory CRB check;
- evidence of your entitlement to work in the UK, in accordance with the Asylum and Immigration Act 1996;
- proof of your qualifications;
- satisfactory references;
- satisfactory pre-employment health questionnaire;
- you making adjustments if necessary to ensure that your overall working hours do not exceed those allowed by law (the Working Time Regulations 1998).

Unsuccessful candidates will be informed in writing, usually within one week of interview. We are happy to provide feedback on interview performance if required.



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