



CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. Its central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the late Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

Department

The Governance Support Officer will sit within the Executive Office which is a small, friendly, team that supports the Principal and Chief Executive and the other members of the Executive Team. This post will provide support to the Director of Governance, the Chairman of the Governing Body and the Governors.



JOB DESCRIPTION

Overall Purpose Scope:

This post is three days a week reporting to the Director of Governance. There will be some flexibility about when and where the post holder works. However, there will be occasions when the post holder will need to work at the Croydon Campus.

The purpose of the role is to provide high quality, comprehensive and flexible support for the College's governance activities. There will be significant contact with the members of the Governing Body, particularly the Chair and Vice-Chair, as well as with the Principal & CEO and the Executive Team.

Effective communication in addition to tact and diplomacy is essential to this role. The ideal candidate will possess significant experience of working to tight deadlines in addition to high levels of accuracy and efficiency and good working knowledge of Microsoft Office packages.

Main Duties and Responsibilities:

1. Chasing, preparing and circulating Board and Committee papers and papers for other meetings as required
2. Liaison with the Chair of the Governing Body re diary updates and availability
3. Arranging dates and sending out meeting invitations
4. Updating the schedule of business and meeting dates as required
5. Organising rooms, catering, IT and other practical arrangements for meetings
6. Arranging individual governor review meetings and ensuring documentation is completed
7. Arranging the Chair's review and ensuring documentation is completed
8. Ensuring that the Governance Portal is up to date and that new Governors can access the Portal
9. Assisting with the arrangements for the appointment of Student Governors and the election of Staff Governors
10. Assisting with the recruitment of new Governors

11. Making arrangements for new Governor induction, ensuring all document is completed, including DBS checks, undertaking due diligence checks and ensuring online training is completed
12. Assisting with the arrangements for new Governor inductions (including new staff and student governors)
13. Ensuring governance policies/documents are reviewed and updated in a timely manner
14. Overseeing the annual declaration of interests process for Governors and senior staff and keeping the register of interests up to date throughout the year
15. Assisting the Director of Governance with any other duties as required

General

The post holder will:

- Actively promote the values of the College: learner focus, responsibility, integrity, collaboration and respect.
- Actively promote equality and diversity, recognising and challenging stereotyping, prejudice and discrimination.
- Ensure effective quality control and continuous improvement in all aspects of work and engage in whole college quality improvement efforts.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role.
- Comply with and promote College Safeguarding, Prevent, Data Protection and Health and Safety policies and procedures and undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required.
- Adhere to and ensure compliance with all College Policies and Procedures and as detailed in the Staff Handbook.
- At all times seek to serve the best interests of the College and learners.
- To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

	Essential	Desirable
Qualifications	English and maths at Level 2 or above Level 3 or equivalent qualification	
Experience	<ul style="list-style-type: none"> • Previous experience of working in a busy Administration based environment • Experience in dealing with confidential information in an appropriate manner • Strong organisational and administrative experience, and Intermediate/Advanced experience of Microsoft packages including Outlook, Word and Excel • Experience of interacting with a wide range of people both internal and external to the organisation 	Previous experience supporting boards and committees
Skills & Attributes	<ul style="list-style-type: none"> • Excellent interpersonal and customer service skills. • Excellent verbal and written communication skills • Ability to organise own workload and ensure quality standards are met • Confidence in representing the College and contacting stakeholders • Able to work effectively as part of a team • Ability to work on own initiative and problem solve 	

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and



Croydon
College



COULSDON
SIXTH FORM COLLEGE



Croydon
University
Centre

young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

Closing Date: Friday 9 August 2024

Interview / Selection Date: w/c 19 August 2024

