



## 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 Strategic Plan 2024 - 2029](#), and strive to be an employer of choice in our community, investing in staff, celebrating achievements and fostering a culture of excellence. Through our people, an excellent student experience will be delivered, and this will have a positive impact on our local area.

We work hard to embed anti-racism, FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusion and Engagement), ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. Our 4 C's corporate values (Caring, Collaborative, Courageous, Creative) are very important to us, and we ensure that we embed these values into all we do. This helps us to further enhance our wonderful culture, and makes our college a unique, vibrant and rewarding place to work and study.

### 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. Our 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 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 investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

### HR Team

The HR team work closely with our business areas to provide a professional and comprehensive HR support. We work to role model our inclusive culture, ensuring we listen to staff and be open and transparent in our communications. We value positive engagement with our staff and stakeholders as we recognise that the College will have better outcomes if we are inclusive and consider a diverse range of ideas and opinions. We endeavor to be principles-led, evidence-based and outcomes-driven. We are committed to our FREDIE principles (Fairness, Respect,





Equality, Diversity, Inclusion & Engagement) and demonstrate integrity in our actions, ensuring we work with all areas in a way that creates a positive and enjoyable work environment.

**HR Assistant - Job Description**

This is a Fixed-Term Contract to end 18 December 2026 (Maternity Cover)

**Overall Purpose Scope:**

To work as part of the HR team to provide a professional, high-quality, and customer-focused HR administration service to key stakeholders, job applicants and customers throughout the College community. To provide high quality HR administrative support across the full spectrum of HR administration, including:

- Recruitment & Selection administration, including recruitment agency sourcing and onboarding
- Onboarding and induction activity including Asylum & Immigration Documentation checks, and DBS processing
- Organisation and triage of the HR inbox folder
- To process sessional staff administration through the VTS system
- Absence management administration
- Preparation and issue of contractual documentation in line with legislation
- HR input for Payroll processing
- Drafting letters for employee contract addendums
- Probation administration
- Parental / Family leave administration
- Termination of employment administration
- Upkeep of electronically stored HR files
- General HR administration

The post works with allocated business areas within the College, but also supports generally within the wider HR team.

This post could require attendance at both College campus’.

**Main Duties and Responsibilities:**

1. To apply a good working knowledge of HR and to answer general queries and resolve problems from colleagues and stakeholders, escalating complex problems to the relevant HR Advisor.



2. To accurately use the HR system (iTrent) to input and update employee data in a timely way for payroll processing.
3. Triage the HR Inbox daily, ensuring that as many queries as possible receive a first line response, referring any more complex queries to the relevant HR Officer or Advisor.
4. Ensure the delivery of an excellent recruitment service to managers, staff and applicants through provision of administrative and advisory support throughout the recruitment process.
5. Work with recruiting managers to ensure that they are kept fully up to date with the progress of their successful candidate and the onboarding process. Advise managers on their responsibilities for local induction, referring them to induction checklists and best practice of keeping in touch with the successful candidate before their start date.
6. Undertake administration relating to onboarding of new starters, including DBS and other compliance processes required in a safeguarding environment. Drafting contracts to send to new starters before their first day of employment.
7. To provide administrative support for the sourcing, placement and onboarding of agency workers, ensuring relevant compliance checks are undertaken. To raise purchase orders for the processing of agency placements in a timely way.
8. To undertake HR administration for sickness, probation, and parental/family leave, including processing template letters, contacting managers, using monitoring reports and communicating with staff and managers. Support in note taking for HR casework.
9. To undertake administration for processing sessional lecturers using the VTS system and supporting managers and staff in using the system.
10. Ensure all new starter files are updated and filing is completed on a regular basis to meet the needs of Ofsted and other regulatory bodies.
11. To assist in producing management information as and when required.
12. To maintain absolute confidentiality on all issues, adhering to Data Protection legislation at all times, and to deal with matters in a discrete, calm and professional manner.

13. To work closely with allocated business areas to ensure that professional HR service is provided at all times. To support other areas of the HR team, in response to peaks and troughs of business activity.
14. To have an understanding of how equality and diversity applies to the responsibilities of the role and to actively promote our College Values and our FREDIE (Fairness, Respect, Equality, Diversity, Inclusion & Engagement) principles.
15. Any other duties that reasonably fall with the remit of the post as allocated by the line manager following consultation with the post holder.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Level 2 (GCSE) qualification in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>HR qualification or willingness to study</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of working in an administration environment where excellent customer service is required.</li> <li>Experience of using Microsoft Office Applications ie Word, Excel, demonstrating accurate data input skills.</li> </ul>	
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>Ability to work to deadlines and prioritise tasks in a busy office environment, whilst maintaining attention to detail.</li> <li>Working as a team in a flexible and adaptable manner.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Good administrative skills, demonstrating the ability to successfully co-ordinate events/selection processes /meetings.</li> <li>• Ability to communicate effectively both verbally and in writing.</li> <li>• Ability to use initiative in dealing with queries, with a strong customer service-focus.</li> <li>• Able to respond promptly to enquiries with discretion and maintain confidentiality at all times.</li> <li>• Demonstrate an understanding of equality, diversity and inclusion. Able to demonstrate experience of applying or FREDIE principles to the recruitment process.</li> </ul>	
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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 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:



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- 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
- Free car parking at Coulsdon campus

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: 04 December 2025**

**Interview / Selection Date: 11 December 2025**

