

# Capel Manor College

## Candidate Information Pack

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# Principal's Welcome

Dear Prospective Applicant

Thank you for your interest in working at Capel Manor College. I trust that you will find this information pack useful, and that it will give you the confidence that applying for a role with us will be a positive step in your career.

As London's only environmental college, we are proud to play a vital role in the capital's green agenda, equipping the next generation of land-based sector workers with the skills and knowledge needed to help preserve and protect London's wildlife, national parks and green spaces. We offer a diverse range of full and part-time courses in further and higher education for school leavers and adults. We provide learning pathways at all levels, from entry through to higher education, including apprenticeship options. Our vision is for an environmentally, economically and socially sustainable future for our students. We aim to equip our students to take advantage of the huge opportunities that exist across the London economy, with employers increasingly needing the green skills that our students acquire.

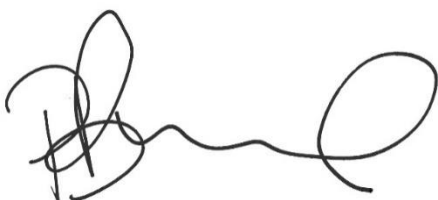
Our committed staff are what makes Capel Manor College a great place for our students to study, and by joining the team, you will be working alongside a group of enthusiastic, dedicated and experienced professionals.

Capel Manor College is an exciting, innovative and stimulating work environment with a wide variety of employment opportunities. We have a range of roles available, including teaching and non-teaching roles. Passing on your knowledge and experience to future talent as a Lecturer is a hugely rewarding career and gives you the opportunity to shape the future of your industry's workforce. We also employ a number of support staff in a variety of roles that are essential for the efficient and effective operation of the College.

If you are interested in joining our teaching team, we welcome applications from experienced lecturers looking for a new challenge, and we welcome applications from industry specialists who are keen to pass on their skills to the next generation. We offer full support for industry professionals to become qualified lecturers and want to hear from you if you have a passion for your subject, can motivate and challenge our students, are able to promote a love of learning, and can nurture intellectual curiosity.

Regardless of your career background or the role that you are looking for, if you are passionate about making a positive impact and contributing to a vibrant learning environment, we would welcome an application from you.

If you have any queries or require any assistance with the application process, please contact our Human Resources team. Best of luck with your application, and I look forward to welcoming you to our College.



Peter Brammall  
Principal and Chief Executive Officer



# About Capel Manor College

From its humble beginnings as a horticulture college with a handful of students, today, Capel Manor College is London's leading environmental college, with five campuses across the capital and hundreds of courses in many diverse subjects including arboriculture, conservation, farming, floristry, garden design, horticulture, landscaping, veterinary studies, and zoology.

Our mission is to support the environment and green skills in London. Our vision is for an environmentally, economically and socially sustainable future for our students. As London's leading land-based college, we ensure that we play an active role within the local communities around our five campuses across the capital.

We work with hundreds of employers across London, providing our students with direct access to real-world industry know-how, experience and placements, including prestigious, world-class partners such as the Royal Parks, Buckingham Palace, The Dorchester Hotel, Royal Botanic Gardens Kew, British Association Landscape Industries, and the Zoological Society of London, to name a few.

Our campuses include some excellent facilities including laboratories, state-of-the-art greenhouses, stables, two zoos, a farm, an organic vineyard, over two-hundred acres of gardens and woodland, a flowers shop, and a dog grooming parlour. We are continuing to invest in our facilities, including a substantial redevelopment of our Mottingham Campus. Once complete, the amount of teaching space at the site will be doubled and the quality of the learning environment will be greatly improved. The project will result in the creation of a truly inspiring teaching facility, built employing the latest sustainable and low-carbon technologies.

The College is also open to the public throughout the year for families to enjoy and our annual events include a classic and vintage car show and the Hertfordshire heavy horse and country show. We also run events at Halloween, Easter and Christmas and our picturesque gardens are available for wedding hire.

The College has a rich history dating back to 1968, when the first students joined the College. Over the years, the College has welcomed a number of famous visitors, including Her Royal Highness Princess Anne, who opened the Royal College of Animal Management and Saddlery in 2015, Her Majesty Queen Elizabeth II, who opened the Old Manor House Garden in 2010 and His Majesty King Charles III who opened the Duchess of Devonshire Pavilion in his role as the Prince of Wales in 2000.

Today the College has over two-thousand learners immersed in a hands-on learning environment and guided by industry experts to help them reach their full potential.





# Our campuses

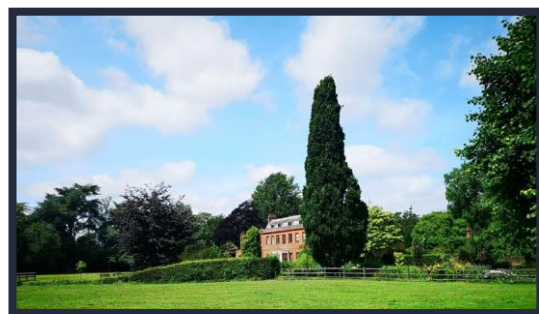
## Crystal Palace Park Campus

Our campus in Crystal Palace Park is located in the National Sports Centre, serving as an education hub for environmental learning in South London. Students are able to contribute to the welfare of the Park and its green areas, as well as care for our animals at Crystal Palace Park Farm which is open to the public.



## Enfield Campus

Our Enfield Campus is surrounded by 30 acres of idyllic parkland that includes 60 gardens and landscapes, a beautiful Georgian manor house, café, flower shop, dog grooming salon, and zoo with over 75 species of animals. We also run nearby Forty Hall Farm, a certified organic farm that spans 150 acres.



## Gunnersbury Park Campus

Our Gunnersbury Park Campus has a friendly and community-driven atmosphere. Our students have access to the highest quality of staff and technical support, as well as to the practical facilities within the College's walled garden. We also have working access to parts of Gunnersbury Park itself.



## Mottingham Campus

Located in South East London, our Mottingham Campus currently offers a range of courses at a variety of levels. Students can choose to study from a vast array of environmental courses including: agriculture, animal management, floristry, garden design and horticulture.



## Regent's Park Campus

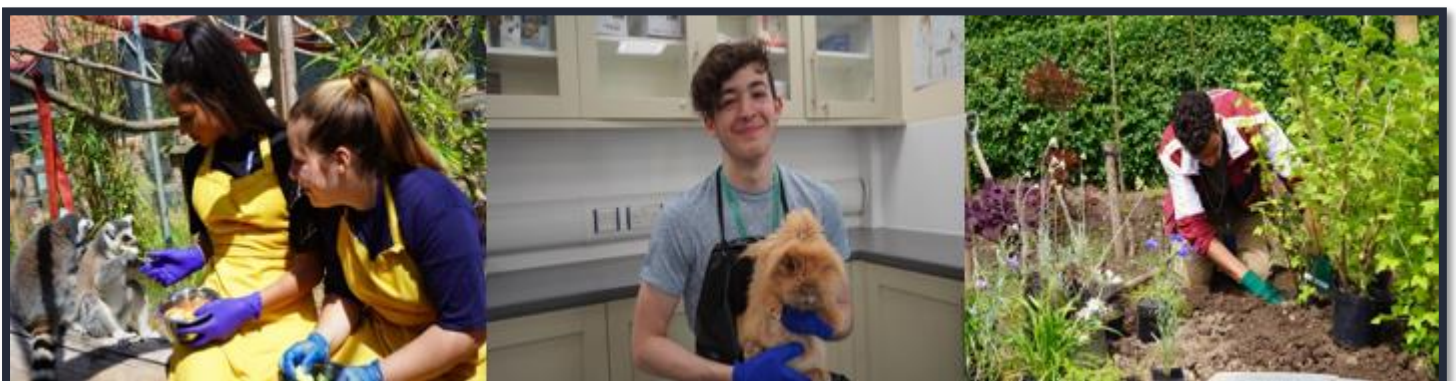
Located within the Inner Circle of Regent's Park, our Regent's Park Campus works in partnership with The Royal Parks to increase the options for horticulture and garden design training open to people living and working in inner London.



# Benefits

Staff working at Capel Manor College enjoy a number of benefits. A list of the key benefits can be found below:

<b>Salary</b>	Capel Manor College offers a generous salary. Qualified Lecturers can earn up to £41,045 per annum. Salaries are inclusive of London Weighting, which varies depending on campus.
<b>Pension</b>	Lecturing staff are eligible to join the Teacher's Pension Scheme and support staff are eligible to join the Local Government Pension Scheme. Both schemes are a defined benefit scheme and include benefits such as the option of taking a tax-free lump sum at the point of retirement, ill-health benefits if you become too ill to work and financial protection for your dependents in the event of your death in service.
<b>Generous Annual Leave</b>	Our staff receive a generous annual leave entitlement with our Lecturing staff receiving an allowance of 45 days per year including bank holidays.
<b>CPD Opportunities</b>	The College offers a range of personal development opportunities for staff. Unqualified lecturers are supported to study the Level 5 Diploma in Education and Training. We also run five College-wide CPD days throughout the year.
<b>Employee Assistance Scheme</b>	All staff have access to the College's Employee Assistance Scheme, which provides emotional help, support with health and wellbeing, financial, family and relationship matters and dealing with issues in the workplace.
<b>Health benefits</b>	Capel Manor College provides reimbursement of eye care costs and provides contributions towards the cost of glasses for computer usage.
<b>Family Friendly Policies</b>	We offer flexible working arrangements and family friendly policies including enhanced maternity, paternity and adoption leave.
<b>Car Parking</b>	Our Enfield, Mottingham and Crystal Palace campuses offer free on-site parking.
<b>Access to Capel Manor Gardens</b>	All staff are entitled to free entry to the Capel Manor College gardens for themselves and one guest throughout the year. Capel Manor College staff also receive free or discounted entry to events that may take place throughout the year.





# Testimonials from current staff



By becoming a part of Capel Manor College, you will join a dedicated and supportive team of teaching and support staff. Below are some reflections from these individuals on the aspects they find most enjoyable about their work at the College:

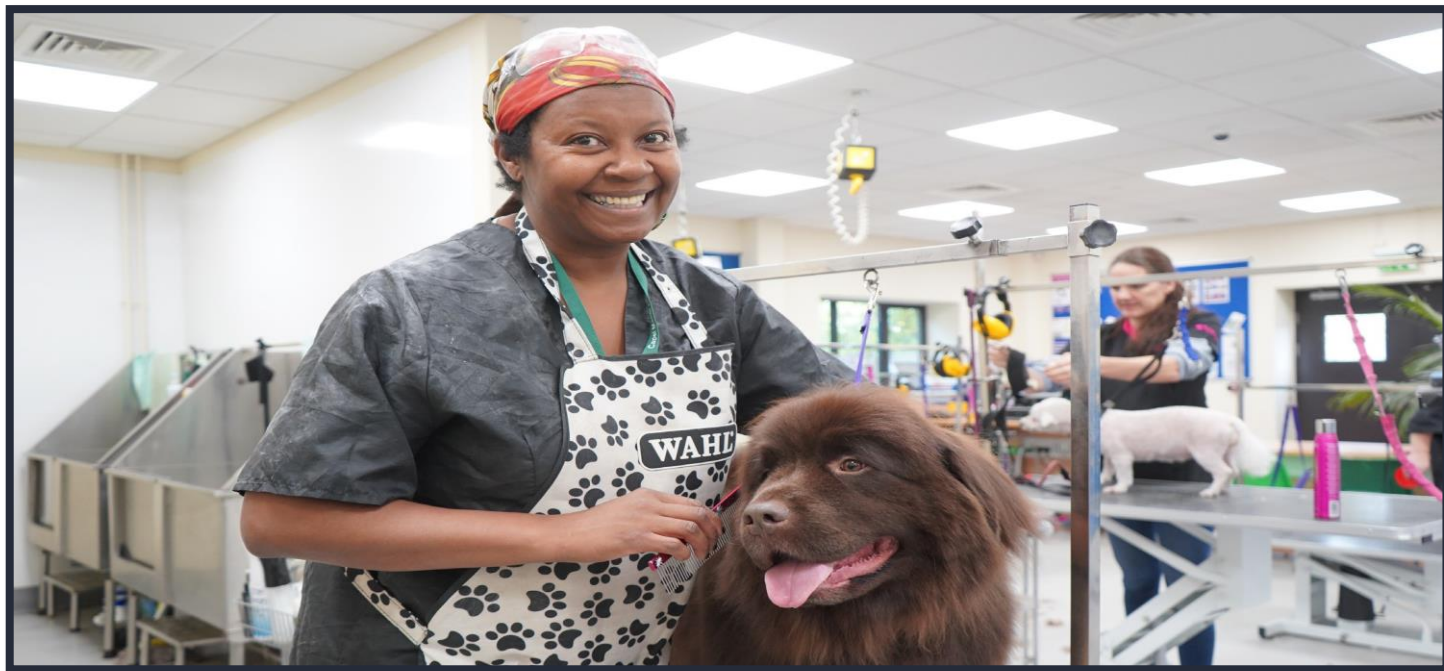
*"I'm employed in the finance department, specifically focusing on sales and credit control at Capel Manor College. The workplace is truly delightful, thanks to its serene and vibrant surrounding. I find enjoyment in exploring the College's history. Capel Manor College stands out for its uniqueness, offering a variety of activities and lovely events that both enrich and engage, which attracted me to the job"*

Maimuna Icaré  
Finance Ledger Administrator

*"I've been with Capel Manor College for eight years, starting as a casual Learning Support Assistant before progressing to a teaching role in the English and Maths department. Now, I am a Team Leader, managing a cross-campus team. I appreciate the friendly staff and the College's beautiful grounds, making work enjoyable. Capel excels in supporting staff through CPD opportunities; they assisted me in obtaining my teaching qualification and QLTS. The ongoing support has allowed me to advance into a management role, showcasing Capel's commitment to staff development and helping them to realise their potential."*

Rebecca Demetriou  
Maths & English Team Leader

# The Recruitment Process



## The Recruitment Process

For details of our current vacancies and to apply, please visit [www.capel.ac.uk/vacancies](http://www.capel.ac.uk/vacancies). To apply for a position with the College, an application form must be completed and CVs will not be accepted.

Short listed candidates will be contacted shortly after the closing date and invited to attend a selection process. The selection process will typically involve a panel interview with the hiring managers and a member of Human Resources. Depending on the role, the selection process may involve additional elements. For example, candidates for lecturing roles may be asked to prepare and deliver a lesson on a specified topic. Selection processes for support or managerial roles may involve completing a work-based assessment or delivering a presentation. Selection processes will typically be conducted on campus and candidates will be required to bring three forms of identity with them when attending. This is because successful applicants are required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.

We appreciate that applicants can spend a considerable amount of time completing an application form, so ensure that we notify unsuccessful applicants that their application has not been successful at the earliest opportunity.

If you are successful after the selection process, you will be sent a formal job offer by the Human Resources Department. Offers of appointment are generally subject to two satisfactory references, medical clearance, confirmation of an individual's right to work in the UK, a DBS check at Enhanced Level and Children's Barred List check and a six-month probationary period.

Capel Manor College is committed to creating and promoting an equal, diverse and inclusive workforce that enables those working at the College to achieve their full potential. We are committed to achieving a truly representative workforce and therefore welcome applications from all sections of the community.

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment.



# Capel Manor College

For further information please contact our HR team.

**E:** [Recruitment@capel.ac.uk](mailto:Recruitment@capel.ac.uk)

**T:** 0303 003 1234

**W:** [capel.ac.uk/contact](http://capel.ac.uk/contact)

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