

NORTH NOTTS COLLEGE

North Notts College is the leading provider of education and training in the North Nottinghamshire area and beyond, with 1300 full time and over 8,000 part time students. The College has a £16m turnover and employs 500 staff.

OUR VISION, OUR MISSION AND VALUES

Our Vision: 'Changing lives, building communities – making a difference'

Our Mission: 'To create a college which is central to the lives of our Communities' and is known as:

- a great place to learn and grow
- a community which inspires, challenges and supports every individual to be their best
- the partner of choice for training in our community and our specialist fields

College Values:

- Serving our students and our community
- Professionalism
- Respecting each other and Teamwork
- Caring
- Honesty and Integrity
- Positive “can do” approach

LOCATION

The Main College Campus in Worksop is ideally located in the heart of England.

Transport links are excellent by road and rail. The national motorway network is only a few miles away and high speed rail travel means that London is just two hours away by train. The cities of Sheffield, Leeds and Nottingham are all less than one hour's drive away. Other College Centres are located throughout the Bassetlaw district.

The College recruits students from the local government district of Bassetlaw and increasingly from the surrounding counties of Derbyshire, South Yorkshire and Lincolnshire.

Bassetlaw covers one third of Nottinghamshire, yet houses only 10% of the county's population. Just over half the population live in the towns of Retford and Worksop, the remainder live in over 50 small surrounding communities.

COLLEGE ENVIRONMENT & FACILITIES

The College is recognised as an Investor in People. It has excellent facilities for staff continuing professional development. It is also working towards Investor in Diversity Status.

The College is an exciting and friendly place to work and has extensive facilities available for learners and staff including excellent sports equipment / activities and gym, hair & beauty salon, high class restaurant and professional childcare through the Early Learners' Centre. Benefits include Childcare Voucher Scheme, Cycle Scheme, Westfield Health, free eye tests and staff discount on courses.

WHAT WE OFFER

The College provides education and training opportunities for students from the age of 14 upwards and many students are adult learners. A wide variety of courses leading to nearly 500 different qualifications in almost 40 major subject areas are available, from Business Studies and Computing to Hair & Beauty and Nursing & Social Care. The College delivers a full range of qualifications from GCSEs and A levels to NVQs, City & Guilds, Higher Education plus a number of professional qualifications.

Study options are flexible, with full time, part time, community based, distance learning, workshops and short courses available. Many courses are also delivered in the workplace.

The College Business Division, North Notts Create Ltd offers a wide range of in-company courses and services to employers. Courses can be tailored to meet the individual needs of customers, providing the flexible approach necessary for today's business.

The College has a range of specialist Employer Engagement and Workforce Development programmes, including the National Fluid Power Centre, which provides high quality training and education for fluid power and motion control engineering, anywhere in the world. The Centre boasts some of the best practical facilities in Europe for competence based training and has achieved recognition as a Centre of Vocational Excellence.

The College is constantly striving to respond to the ever changing training and educational needs of both the local and wider communities. A wide range of exciting and innovative initiatives are currently being progressed:

Food Technology

The Food Technology industry is now the biggest employment sector in Bassetlaw and has been identified as a major growth area for the regional economy as a whole. To meet the skills gap, the College is responded with the development of a £2m Food Technology Centre.

The Centre, recognised as a Centre of Vocational Excellence provides state of the art training tailored to meet the needs of employers and those hoping to enter the food industry.

Employer Engagement / Employment Services

The Centre provides a new one stop vocational training and guidance facility specifically designed to provide local people with 'job readiness' skills essential for the modern world of work.

The Centre provides facilities for:

- Career counselling, occupational guidance, basic skills / job specific skills development including readiness
- Interviewing, CV preparation and job search skills development
- On campus recruiting
- A Resource Centre including ICT based learning delivery
- Apprentices
- Fork lift truck driving courses
- Logistic training

Health Sector

The College works in partnership with local Hospitals, health and welfare organisations and local authorities to help address the nurse and classroom assistant training shortages. This is seen as an important role for the College in contributing to other public sector targets.

Sure Start

The College is the lead and accountable body for Sure Start in West Bassetlaw and is playing a key role in providing the learning opportunities to support this initiative.

Sure Start seeks to improve the potential of pre-school children, the quality of family life and ultimately the sustainability of a community. The programme works with parents to improve children's life chances through better access to family support, advice on parenting, health services, early learning and play. It is also targeted at creating opportunities for parents to give their children a better future.

BENEFITS FOR STAFF

If you successfully apply for a job at North Notts College you'll be able to take advantage of a host of excellent benefits:

Job Satisfaction

You will enjoy a range of benefits as detailed below, including access to excellent staff development facilities and the opportunity to develop your career within a forward thinking organisation.

Equal Opportunities

The College is committed to equal opportunities and has staff working together to make work and learning accessible for all.

Pension Schemes

Excellent final salary schemes are available to all staff joining North Notts College.

Annual Leave

We offer a generous holiday package.

Health Care

You're able to contribute to the Westfield Scheme which allows you to access funds to support medical treatment for you and your family.

An Occupational Health Service is also available to support any individual needs.

Maternity / Paternity Leave & Special Leave of Absence

A wide range of 'family friendly' policies exist to support all staff employed by the College.

Nursery Facilities

The Early Learners' Centre is staffed by childcare professionals and offers excellent service at competitive rates.

Fitness suite

Excellent facilities available on campus to enable you to keep fit whilst at work.

Hair & Beauty Salon

Staff are able to access all facilities from this area including the full range of hair & beauty treatments at very competitive prices.

Stop Gap

The College food outlet is open to staff and students throughout the year, serving a range of hot and cold food and drinks at competitive prices.

Childcare Voucher Scheme

Childcare vouchers are a great way for the college to give working parents help with dependent children. We have partnered with Accor Services who can help you find quality childcare to suit the needs of your family – and, because you don't pay tax or National Insurance on children vouchers, you can save up to £1,195 per year.

Cycle Scheme

You can save between 30% and 50% on the cost of a bike and safety equipment, thanks to a partnership between North Notts College and CycleScheme. CycleScheme is the UK's number one provider of tax-free bikes for the Government's Cycle to work initiative.

Staff Discount Scheme

Exclusive staff discount scheme for all College courses offering 50% rebate upon successful completion or a 20% up front discount depending on the type of course.

Free Eyecare

The College has teamed up with corporate eyecare specialist "Eyecare International" to create North Nottinghamshire College Eyecare, which will provide free eye examinations for all employees.

In addition to the examination and the pre-screen, North Nottinghamshire College Eyecare will also provide a contribution towards the cost of any corrective eyewear on the Eyecare Tardis of £20.00 or 15% (whichever is greater), whether they are for VDU, driving or everyday use.

GUIDANCE NOTES FOR APPLICANTS

POLICY STATEMENT

To help fulfil its mission and strategic objectives, the College aims to recruit people with the highest level of skills and who are flexible and committed to delivering the best possible services to our learners and our community.

The College is committed to Equal Opportunities. We are committed to making the staff of the College more representative of the Community it serves.

The College believes that its Human Resources Strategy is an essential element in fulfilling its mission and achieving success. With this in mind, we regularly review the effectiveness of our staff recruitment policies and procedures.

AIMS

The College's recruitment policy and procedures are designed to:

- Select the best candidates
- Ensure that the process is as objective and fair as possible
- Treat applicants professionally and courteously by providing the opportunity to learn more about the post and about the College's organisation and objectives as a service provider and employer
- Ensure that no job applicant is discriminated against on grounds of race, religion, gender or sexual orientation, disability or age.

INFORMATION

You should have received a College Information Pack containing:

- Guidance Notes For Applicants (this document)
- Role Description and Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- CRB Disclosure Information Leaflet
- Policy Statement on the Recruitment of Ex-offenders

PROCEDURES

Role Description

This aims to give an outline of the broad responsibilities and main tasks involved.

Person Specification

Every vacancy is based on a person specification which describes the skills, experience and qualifications needed.

Please read this carefully so that you understand what the post involves and the level of expertise required. Ask yourself why the job interests you and how you meet the specification.

Application Form

Once you have read the Role Description and Person Specification, think carefully about your application and the extent to which you have the skills, knowledge and experience the post needs. All past experience, such as caring for children or voluntary work can be relevant, so if it is appropriate do include details on your Application Form. Please note that CVs will only be considered if they are attached to a fully completed Application Form.

Shortlisting

This is the first stage in matching applicants to the requirements of the Person Specification. The shortlisting panel select the most suitable candidates, guided by evidence presented in individual Application Forms and the extent to which this matches the criteria for the post.

Assessment Centre

Where appropriate we use assessments to provide additional information for the final selection process, but no appointment is made solely on the results of tests or assessments.

The Appointment Panel

The Panel will usually consist of at least one Manager and HR Representative. The Panel is guided in its decisions by our corporate values and policies.

Interviews

Interviews are by appointment and we will keep you informed if there are any changes or delays. At the Interview we will introduce you to members of the panel and explain the process.

We put the same core questions to each candidate but panel members may ask additional questions arising from your initial answer.

All questions will be relevant to the job and as open as possible allowing all candidates to demonstrate their suitability. The level and complexity of the questions will reflect the level of the post. Panel members usually take notes during the interview and will use these to help make the final decision.

Interview Facilities

We make every effort to provide appropriate facilities for interview candidates. If you have any particular needs or requirements, please contact the HR Department in advance to help ensure that your interview goes smoothly.

The Decision

The final decision is based on the evidence available to the panel throughout the recruitment and selection stages and in relation to the criteria set out in the Person Specification.

References

The appointment of candidates is subject to the receipt of two satisfactory references, one of which must be taken from your current or most recent employer. We may ask for references before your interview so that we can be in a position to reach a firm decision about your application. No references are taken up without a candidate's prior agreement. References are considered once the panel has identified the candidate who best meets the selection criteria and are used either to support the panel's decision or to distinguish between candidates.

Feedback

If you are unsuccessful, this means that the interview panel has decided that either there was a more suitable candidate or that no candidate met the College requirements. Internal candidates are offered a debriefing interview by an appropriate member of the panel. If you are an external candidate and would like feedback on your interview performance, please contact the HR Department.

Interview Expenses

The College pays reasonable expenses that you incur in attending an interview or another part of the selection process. If you are likely to need overnight accommodation, please discuss this with the HR Department in advance of your interview.

JOB SHARE

We welcome applications from job sharers for most full time posts. The needs of the College will determine the appropriateness of any job sharing arrangements.

NO SMOKING POLICY

The College has a strict No Smoking Policy on all its premises.

INVESTORS IN PEOPLE AND STAFF DEVELOPMENT

The College has been recognised as an Investor in People. Staff development priorities within the overall aims of the College's Strategic Plan are reviewed each year and staff are encouraged to take a proactive approach to their own development as part of the Appraisal and Continuous Professional Development process.

We encourage all staff wherever possible, to undertake First Aid qualifications.

MONITORING

We use the Application Form and the Equal Opportunities Monitoring Form to collate information on all applicants relating to gender, cultural background and disabilities.

This information enables us to monitor and review the College's Equal Opportunities Policy.

HEALTH / MEDICAL DETAILS

Prior to formal appointment, applicants will be required to complete a confidential statement of medical history and may be required to undergo a medical examination.

CRIMINAL RECORDS BUREAU (CRB)

CRB checks are undertaken on all staff due to the nature of the service provided to learners. Full details of this process are provided with this pack.

WHAT HAPPENS NEXT?

To reduce postage costs, we only contact those people shortlisted for interview. If you have not heard from us within 4 weeks of the closing date, please assume you have been unsuccessful on this occasion.