



Sutton
College
Adult Education

HR Advisor

Application Information Pack

www.suttoncollege.ac.uk



Welcome Message from Principal

Dear Applicant,

Formed in 1972, Sutton College is the premier provider of Adult Education and Community Learning in the London Borough of Sutton. Our mission is to "To inspire people and transform lives by offering first class learning opportunities for all" and we are always looking for committed and dynamic staff to join our team, who provide excellent service and teaching to our learners.

We are proud to have received a 'Good' rating in our recent Ofsted inspection, marking an exciting time to join us as we continue to transform our curriculum and prepare for our relocation to a brand-new college site.

As employees of the London Borough of Sutton, you will receive a generous annual leave entitlement plus discounts, occupational health services and an employee assistance programme. All staff have access to the Local Government Pension Scheme.

Sutton College is committed to safeguarding and promoting the welfare of learners and staff, and expects all staff and volunteers to share this commitment. We are an equal opportunities and Disability Confident employer. Diversity is at the forefront and we are keen to attract applications from all groups within the community to ensure a diverse working environment.

We are looking to appoint exceptional staff who are ambitious and would like to join the team here at Sutton College.

Whatever your previous experience of education, your background or your age; we welcome you, support you and will make sure that you have what you need to be successful.

Tom Dillon
College Principal



HR Advisor

Salary:

People Plan Grade 6 SP SP 18 – 25*
£35,520 – £39,276* (*unconsolidated maximum)
inclusive of LW

Start date:

ASAP

Annual Leave:

28 days plus bank holidays

Closing Date & Time:

1 February 2026 @ 11.59pm

Interview Date:

10th and/or 11th February at Sutton College

This is an exceptional time to join the team at Sutton College. We are proud to be a 'Good' College, as rated by Ofsted in May 2025, reflecting our commitment to high-quality education and community service. Looking ahead, we are entering a transformative phase with an exciting new College site currently being developed on the High Street.

We are looking for a dedicated HR professional to help support, shape, and grow the College as we move into this new chapter.

Reporting directly to the Principal, you will deliver a professional Human Resources Advisory and Policy service to stakeholders across the organisation. You will be the focal point for complex HR advice, ensuring that our services reflect staffing needs and are delivered with efficiency and integrity.

Your key responsibilities will include:

- Employee Relations: Managing casework including sickness, disciplinary, capability, and grievances, while providing complex advice to managers on employment terms and legislation.
- Recruitment & Onboarding: Overseeing end-to-end recruitment, from job descriptions and interview panels to managing pre-employment checks and inductions.
- Compliance: Ensuring the Single Central Register (SCR) is rigorously maintained and that all DBS checks are tracked in line with statutory requirements.
- Data Management: Maintaining accurate HR data on iTrent and UNITE, producing payroll reports, and ensuring data protection compliance.
- Strategy Implementation: Supporting the implementation of organisational change and assisting managers to self-manage non-complex ER matters.

Please refer to the [Job Description](#) for more information.

Please apply online using the [Sutton College Online Application for Work](#)

Becoming a Sutton College and Sutton Council employee

As an organisation that values and nurtures talent, we're committed to helping you fulfil your potential and will offer you a supportive, friendly and collaborative environment to grow and develop your career and skills. We're constantly striving to improve our ways of working so putting your ideas across – however big or small – will be fully encouraged and supported by your colleagues and our dynamic and experienced management team.

In addition, we offer a modern and flexible working environment for our staff, supported by our IT infrastructure.

We pride ourselves on being a diverse, inclusive and welcoming Borough and we aim to create a workforce which reflects the community we serve – the key highlights from our recent Equalities Workforce Report can be seen here. We are respectful of difference and realise the positive value of diversity in our workforce.

We welcome and encourage job applications from people of all backgrounds and particularly welcome applications from Black, Asian and Minority Ethnic candidates and disabled candidates, as these groups are currently under-represented in our workforce.

As part of our Disability Confident Committed status, we guarantee to interview all disabled applicants who meet the minimum/essential criteria for the role.



College staff are expected to:

- Adhere to the College's staff code of conduct.
- Be involved in College staff development and training schemes and participate in CPD.
- Ensure compliance with College requirements, policies, systems and procedures.
- Attend promotional College events.
- Carry out additional responsibilities as requested by senior College staff and the Principal.

Sutton College : Ways of Working

Sutton expects all employees to work effectively as part of a team or teams, delivering high-quality education and support to staff and students.

We expect our teams to have a strong understanding and commitment to addressing the diversity and inclusion agenda as it relates to the education sector and our College community.

College employees are expected to conduct their day- to- day business in line with the College's values and behaviours at all times which are based on fairness, respect and equality.

Employees are expected to make themselves aware of, and adhere to, all College policies and procedures.



Safeguarding and Prevent

Sutton College is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all colleagues to share and promote this commitment.

Employees are expected:

- To be aware of the principles and understand the safeguarding responsibilities detailed in the Keeping Children Safe in Education Act 2024.
- To have demonstrate good understanding and knowledge of the safeguarding procedures as applicable to the role.
- To embed sound safeguarding practices throughout the College.
- To be aware of the principles of safeguarding children and young people as they apply to the role with the College.
- Actively promote and implement the College's safeguarding policy.



Health and Safety

Employees are expected:

- To comply with, and implement, the College's health and safety policy.
- To take responsibility for ensuring the health and safety of self and others within, and associated with the College.
- To take overall responsibility for health & safety within the area of responsibility, ensuring that risk assessments are carried out and safe working practices are adhered to at all times.

Employee Benefits

- Competitive salaries
- Flexible working
- Generous Annual Leave
- Competitive pensions
- Access to CPD opportunities
- Access to London Borough of Sutton staff benefits including cycle to work scheme and free eye tests and contribution towards glasses plus confidential wellbeing and counselling support

For general information, please contact our HR team on hr@suttoncollege.ac.uk

