



**Post Title: HR Generalist**

**Post Ref: 1318**

**Basis: Permanent, 35 hours per week      Salary: £32,000pa spot salary**

An exciting opportunity has arisen for a HR Generalist. This is a great opportunity for someone who is an experienced senior HR Administrator looking for their next career move, or an HR Generalist who enjoys working in a challenging HR environment and wants to be part of a successful College.

In brief the role involves ensuring that HR operations administration, including payroll, is delivered effectively and efficiently in a timely manner.

You will require experience of recruitment administration, and payroll administration and have a good understanding of IT skills. You will also have excellent written and oral communication skills, as well as the ability to organise and prioritise. You should also have strong customer orientated skills.

You must have a Level 2 English and Maths, or the willingness to achieve this.

In return Croydon College offers generous leave, the opportunity to join the Local Government Pension Scheme and a commitment to your continuing personal development in an environment that encourages excellence, creativity and diversity. For further details and to apply online, please visit [www.croydon.ac.uk](http://www.croydon.ac.uk)

**Closing date: Sunday 30 June 2019**

**Shortlisting: W/C 1 July 2019**

**Interviews: W/C 8 July 2019**

CV's are not accepted.

This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

We encourage applications from all sectors of the community, to reflect our diverse student population.