



Human Resources Assistant

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior and Prep School
Application Closing Date	Applications will be viewed upon receipt, you are therefore advised to apply at your earliest convenience.
Interviews Week Commencing	To be confirmed

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



FRAMLINGHAM COLLEGE
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Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of HR Assistant at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

This role provides an exciting opportunity to take the next step in your HR career and develop within the education sector. You will ideally be part CIPD qualified with a strong work ethic and the ability to cope in a fast-paced environment taking changing priorities in your stride whilst maintaining a sense of humour. You will join a friendly HR team providing comprehensive generalist HR support to 300 staff. Reporting into the Director of People, this will be a varied role, supporting the wider people strategy in achieving a first-class HR function across two school sites.

Hours of work will be 37.5 per week 08.30 - 17.00 Monday to Friday. The salary for the role is £19,890 - £24,862 dependent on experience and qualifications. We offer a supportive working environment, complimentary gym membership as well as free lunch each day the kitchen is operational.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Sally Wood

DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE



How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications will be viewed upon receipt. You are therefore advised to apply at your earliest convenience. The interview date is to be confirmed. You will be notified of a date if you are shortlisted for interview.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Two-week Christmas Shutdown.

Job Information

Reports To

Director of People

Job Location

Framlingham College Senior & Prep School

Hours

37.5 hours per week

Weeks

52 weeks per year

Salary Band

Band 4 (£19,890 - £24,862)

Holiday

25 days, plus bank holidays

Pension

Contributory scheme available

Job Description

JOB PURPOSE

Working within the HR department to support the team and assist with the day-to-day operations of the HR function in order to provide a professional and efficient service to both schools whilst ensuring compliance with current legislation and best practice.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary.

Recruitment

- In conjunction with your HR counterpart lead on all recruitment campaigns, ensuring legal compliance at all times.
- Advise line managers on recruitment policies and processes, ensuring compliance.
- Lead on recruitment campaigns, managing recruitment advertising, ensuring maximum exposure across media platforms and advising on new strategies and liaising with the Marketing Department in promoting jobs on social media.
- Arrange interviews and liaise with candidates in a professional manner.
- Organise production of recruitment packs.
- Maintain recruitment files and documents including those for unsuccessful candidates in line with current data protection regulations.
- Create starter files and add to iSAMs.
- Complete recruitment paperwork including rejection letters, contracts and offer letters for approval by the Director of People.

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- Manage the TES recruitment portal.
- Sit on interview panels as requested.
- Take up references for shortlisted teaching candidates, ensure their return before interview.
- Annual review/update of Recruitment Policy in collaboration with the Director of People.
- Maintenance of the College's Single Central Register (SCR), to ISI inspection standards and undergo 'spot-checks' by the Safeguarding Governor.
- Responsibility for all vetting checks appropriate to each post, including references, disclosures and overseas checks as appropriate.
- Lead on the appointment of VMTs, invigilators, volunteers and coaching staff ensuring correct paperwork for all.
- Acknowledge and respond to unsolicited CV's and general recruitment enquires.

HR General/Analytics

- Produce annual turnover report.
- Produce monthly HR Reports for the Director of People and Principal.
- Compile information relating to exit interviews, flagging up trend and issues as necessary.
- Produce agreed HR metrics for Director of People and HR & Remuneration Committee.
- Assist with maintaining and updating the HR section on the College intranet.
- Assist with HR communications.
- Assist Director of People with payroll queries.
- Act as note taker at disciplinary and grievance hearings as required.
- Respond to staff queries, referring to the HR Advisor as necessary.
- Produce annual turnover report.
- Produce monthly HR Reports for the Director of People and Principal.
- Compile information relating to exit interviews, flagging up trend and issues as necessary.
- Produce agreed HR metrics for Director of People and HR & Remuneration Committee.
- Maintain and update staff data on the schools' iSAMs system, producing reports from iSAMs as required.
- Support HR colleagues with ad hoc tasks as necessary.
- Maintain and update staff data on the schools' management information system (iSAMS), ensuring accuracy of information.
- Run staff reports as requested.
- Archive files electronically for leavers.
- Organise and maintain both paper and electronic staff files.
- Complete filing on a weekly basis.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.



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This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
Educated to A Level or equivalent	✓	
CIPD Level 3 qualification		✓
Mental Health/Wellbeing qualification/CPD		✓

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Previous experience gained working in a busy HR department	✓	
Experience supporting ER casework including disciplinaries and grievances		✓
Experience of running recruitment campaigns	✓	
Experience of interviewing		✓

PROFESSIONAL EXPERIENCE

	E	D
Highly developed communication skills; ability to prepare comprehensive reports and document as required.	✓	
Highly computer literate with a strong working knowledge of Microsoft Office.	✓	
Ability to construct and navigate spreadsheets using MS Excel	✓	
Analytical skills and the ability to compile and analyse data		✓
Working knowledge of safer recruitment legislation including KCSIE		✓
Up-to-date knowledge of UK employment law and good practice	✓	

PERSONAL ATTRIBUTES

	E	D
Calm, approachable and professional manner	✓	
Strong organisation skills, with the ability to prioritise conflicting demands	✓	
Excellent accuracy and attention to detail	✓	
Strong emotional intelligence and resilience	✓	
Ability to work as part of a team and ability to forge strong relationships with colleagues and other stakeholders.	✓	
Positive "can do" attitude	✓	
High level of confidentiality, discretion and tact	✓	
Strong work ethic with the ability to work under pressure and to tight deadlines	✓	
Good sense of humour and willingness to contribute to positive team working environment	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.