

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



People Officer (Part Time)

Employment Status	Part Time • Permanent
Employment Location	Framlingham College Prep & Senior School
Closing Date for Applications	Midday Friday 13 th June 2025
Interviews Week Commencing	W/C 16 th June 2025

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.

framlinghamcollege.co.uk/employment

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 People Officer at 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 equip our young people with the habits and knowledge they need to thrive in their future adult world.

This role provides an exciting opportunity to progress your HR career within the rewarding environment of the education sector. You will have a strong work ethic and the resilience 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 250 staff across two school sites. CIPD Level 3 or previous experience within a HR role is essential. Reporting into the Director of People, this will be a varied role but with a main focus on supporting with employee relations issues including absence management, as well as the wider people strategy in order to deliver a first-class HR function.

Hours of work will be 22.5 per week, with a preference for these being worked across the week, although this can be discussed at interview. The salary for the role is £14,613-£18,790 (FTE £24,356-31,317k), dependent on skills and experience.

We offer a supportive working environment, complimentary gym membership as well as free lunch each day the kitchen is operational. Applications will be reviewed on receipt, so you are encouraged to apply at your earliest convenience.

If you require further information about the role and working arrangements, please email the HR team on hr@framlinghamcollege.co.uk.

We welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your 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 should be received no later than Midday on the 13th of June.

You will be notified of an exact interview date if you are shortlisted for interview.

Please submit your completed application form via MyNewTerm:

<https://mynewterm.com/school/Framlingham-College/124884>

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;
- Christmas Shutdown.

Job Information

Reports To

Director of People

Job Location

Framlingham College Senior & Prep School

Pension:

Contributory Scheme Available

Hours

Part Time (52 weeks of the year) 22.5 hours per week

Holidays

20 days a year including bank holidays

Pay Band:

Band 5 (£14,613-£18,790)

Job Description

JOB PURPOSE

To support the Director of People in the delivery of a professional and efficient HR service across the College 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 postholder will also be expected to work at Framlingham Senior School and, on occasion, at Framlingham Prep School..

Employee Relations:

- Be the first point of contact and effectively deal with people issues in a sensitive and appropriate manner.
- Manage ER casework, in collaboration with the Director of People.
- Lead on staff maternity, paternity and shared parental leave issues, in line with current policy and legislation.
- Support with investigations and minute formal meetings including disciplinary and grievance hearings as required, ensuring all processes are legally compliant and reflect good practice.
- Ensure FC policies and procedures are adhered to by all staff.
- In collaboration with the Director of People, ensure that the staff handbook, employment contracts as well as other contractual forms/paperwork are regularly reviewed and compliant at all times.
- Offer advice to managers on policy and procedure and employee relation issues, escalating more complex issues to the Director of People.
- Monitor legal updates, trends and external influences, making recommendations for change.
- Manage long service awards for support staff.



Continued from previous page

Recruitment & Selection:

Cover periods of absence and support the Recruitment Officer with the following tasks as required:

- Advising line managers on recruitment policies and processes, ensuring compliance.
- Assist with production and issue of recruitment packs, rejection letters, starter paperwork and contracts, arranging interviews and liaise with candidates in a professional manner.
- Assist with maintenance of the College's Single Central Register (SCR), to ISI inspection standards and undergo 'spot-checks' by the Safeguarding Governor.
- Support in the selection of staff by sitting on interview panels as requested.
- Acknowledge and respond to unsolicited CV's and general recruitment enquires.
- Ensure compliance with current safer recruitment legislation at all times.
- Ensure that new joiners have a positive experience when starting at the College are appropriately welcomed and announced to the wider teams.
- Manage and advise on probationary periods for all staff, producing paperwork for approval.
- Formally acknowledge all staff resignations on behalf of the Director of People and Principal, calculating outstanding leave/pay and completing leaver process.

Health & Wellbeing:

- Manage staff absence/ ill health in conjunction with line managers across the College, managing casework, offering advice, undertaking
- Occupational Health Referrals and attending welfare meetings as necessary.
- Ensure line managers are recording absences on HR Pro and support as necessary.
- Support Line Managers with return-to-work interviews, phased returns and risk assessments
- Analyse absence reports on a monthly basis, raising any concerns with the Director of People.
- Produce reports of staff absences as requested.

Learning & Development:

- Manage the support staff job evaluation process.
- Deliver induction days for new support staff half termly.
- Ensure all compliance training is completed by new starters in a timely matter and recorded on the SCR and HR Pro.
- Coach Line Managers, devising and delivering training to upskill and develop them throughout the College.
- Assist Director of People in the organisation of support INSET days.
- Ensure all staff safeguarding training is recorded and reported on.

HR General/ Analytics:

- Compile information relating to exit interviews, flagging any trends.
- Produce agreed HR metrics for Director of People and HR & Remuneration Committee.
- Complete gender pay reporting and annual census for the DfE and ISC.
- Update HR SharePoint page as necessary.
- Assist Director of People with payroll queries and salary reviews.
- Maintain and update staff data on the schools' management information system (HR Pro), ensuring accuracy of information.



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Other Duties:

- Manage and prioritise own workload as well as meeting demands of others including the Director of People, SLT and the Principal.
- Any ad hoc projects as directed by the Director of People.
- Forge strong working relationships with colleagues and external networks.
- Keep up own CPD and professional knowledge.
- To embed equality, diversity and inclusion in all aspects of the work of the HR Team.
- Adhere to the CIPD Professional Code of Conduct for HR professionals.
- Continually seek to improve, streamline and challenge current practices.
- 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.

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

Educated to A Level or equivalent	E
Educated to degree level	D
CIPD Level 3/5 qualifications	D
Mental Health/Wellbeing qualification/CPD	D

PROFESSIONAL COMPETENCIES AND SKILLS

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

PROFESSIONAL EXPERIENCE

Previous experience gained working in a busy HR/recruitment department	E
Experience of working in a school environment	D
Experience supporting with ER casework	E
Experience of delivering training	D

PERSONAL ATTRIBUTES

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

SAFEGUARDING

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



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.