

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Lock Up Assistant

Employment Status	Part Time • Permanent
Employment Location	Framlingham College Senior School
Closing Date for Applications	Applications are reviewed upon receipt.
Interviews Week Commencing	TBC

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 Principal

Dear Applicant,

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

Framlingham College is a co-educational boarding and day school which comprises of the Senior School in Framlingham and the Prep School in Brandeston. The catering department spans both sites to provide meals to over 700 boarding and day pupils who are the primary focus. The Kitchen team create their own balanced healthy and nutritious menus, all of which are prepared fresh & on site in our well-equipped kitchens.

We are currently seeking a Lock-Up Assistant to support the Residential Caretaker in ensuring the main school buildings are secure overnight throughout the year. The Lock-Up Assistant will play a crucial role in ensuring the security and safety of our campus facilities during non-operational hours. This position is part-time and offers an opportunity to contribute to the well-being of our institution.

You will be required to complete 3 Lock-up duties per week during both term time and holiday time on a rota basis with the Residential Caretaker. It is expected that this will require 2 hours per week and this will be paid an annual salary of £2590.77 per annum.

To apply, please submit an application form using the link on our website, or contact the HR Department on 01728 723789, email recruitment@framlinghamcollege.co.uk or from www.framlinghamcollege.co.uk.

Louise North
PRINCIPAL, 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 are reviewed upon receipt. You will be notified of an exact interview 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;
- Christmas Shutdown.

Job Information

Reports To

Senior Operations Manager

Job Location

Framlingham College Senior School

Hours

2 hours per week on security lock-up for 3 evenings per week, plus occasional cover for holidays and other absences.

Job Description

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 Prep as well as Framlingham College as necessary.

- Support the Residential Caretaker in ensuring the main school buildings are secure overnight. This includes the Main building, the classroom and Science blocks, the Drama Studio, the HPT and Recital Hall, the TAC, and Sports Hall and Pavilion. This duty should be undertaken after 10.30pm although on occasions it may be later due to a specific event.
- This duty would be on 3 nights a week on a rota basis by liaison with other staff. The task is co-ordinated by the Health, Safety and Compliance Manager and applies equally to term time and holiday periods unless advised otherwise. It is expected that this will require 2 hours a week.
- The presence of a member of staff around the College site acts as a deterrent and enables monitoring of any unusual or suspicious activity. You would not be expected to intervene if it might place you in danger but should report the matter straightaway to the Assistant Bursar or Health, Safety and Compliance Manager, or in exceptional circumstances directly to the emergency services.
- 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

PERSONAL ATTRIBUTES

Willing to take instruction and work as part of a team	E
Flexible approach	E
Punctual and reliable	E
Positive "can do" attitude	E
Polite and helpful attitude	E

SAFEGUARDING CHILDREN

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.