

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Prep School Administrator

Employment Status	Part time • Permanent
Employment Location	Framlingham College Prep School
Closing Date for Applications	Midday Wednesday 7th February 2024
Interviews Week Commencing	Tuesday 13th February 2024

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 Head

Dear Applicant,

Thank you for your interest in the position of School Administrator at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful setting of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham where every child is encouraged to achieve their full potential in a dynamic and creative environment.

We are delighted to have an exciting opportunity for a motivated and dedicated School Administrator to work within our busy Prep School Admin team. The successful candidate will be a strong team player with excellent communication as well as organisation skills, and be responsible for maintaining strong relationships with parents, pupils and staff. Reporting to the Head's PA, the School Administrator is required to provide support to the Head in the PA's absence, as well as providing secretarial support to the Senior Leadership Team and working on the reception desk. Due to the nature and remit of the job requirements, the role is office based.

The post is offered on a part-time basis, working Monday and Wednesday 8:00am – 5:30pm for 39 weeks of the year in addition to 23 Saturday mornings during term time (33 weeks).

The salary for the role will be £11,329 based on £12.40 per hour.

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 welcome all applicants especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.

Jonathan Egan
HEAD OF THE PREP SCHOOL, 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 Wednesday 7th February.

Interviews will be held on Tuesday 13th February.

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
Head's PA

Job Location
Framlingham College Prep School (FCPS)

Employment Basis
Part time, permanent

Hours of Work
Monday and Wednesday 8:00am – 5:30pm in addition to 23 Saturday mornings during term time.

Job Description

JOB PURPOSE

To offer a warm welcome to current parents, potential parents, staff and visitors. Assist with the smooth running of the school office systems including a professional reception service as required. Provide general administrative support to the PA as well as the Prep School Senior Leadership Team as necessary.

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 Senior School as necessary.

General Duties

- Cover reception and act as first point of contact for the telephone and visitors.
- Respond to parental enquires as required.
- Provide secretarial support for the Head as necessary in the PA's absence (filling, typing, document management, minutes, diary and events management, shredding etc.).
- Oversee and send out all correspondence and letters to parents, ensuring all are sent in accordance with the school's policy, including proof reading.
- Ensure a professional and efficient reception service, providing cover when required.
- Provide general admin for the whole department including typing and filling.
- Maintain records for end of term charges, including Boarding charges for fees department.
- Update boarding details on iSAMS.
- Oversee End of Term Travel and charges.
- Oversee Petty Cash in line with the Finance team.
- Oversee stationary stocks.
- Reply to all absence requests, record and pass on to relevant parties and diarise (Tutor/Receptionist).
- Assist with the 'Prep School Office inbox' and replies to trips and visits spreadsheet.
- Ensure 'Out of School Visit' files are current and up to date.

Job Description – Continued

- Keep absence records up to date and highlight any patterns or concerns to the School's Designated Safeguarding Lead (DSL).
- Support the Admissions Officer with informing Suffolk County Council leavers' and joiners.
- The post is office based and the role requires the individual to be flexible in dealing with tasks, dealing with ad hoc matters as they arise alongside meeting regular deadlines.

Administrative Support for Prep School SLT

- Provide secretarial support to Deputy Heads.
- CPO Letters for all new pupils.
- Recording INSET training for academic staff on iSAMS.
- Book and follow-up appraisal meetings with staff as directed by the Deputy Head (Academic)/HR.
- Update ISI website with calendar items.
- Co-ordinating CAT, PTE, PTM, SWST & NGRT results and uploading on the ISI Data Portal
- Co-ordinating curriculum information each term, uploading to My School Portal and emailing to parents.
- Print hard copies of grades and reports to send to parents.
- Update pupil information on iSAMS including contact details and updating teaching sets.
- Create Year 8 pupil profiles for pupils going on to Framlingham College Senior School.
- Check reports on iSAMS before they go live on the parent portal.
- Organise and manage all Parents' Meetings throughout the year.
- Communicate and make appointment schedules for Boarders Parent's meetings.
- Prepare Key Calendar dates for calendar meetings and upload onto My School Portal.
- Collate items, dates and information for the termly calendars on SOCS.
- Assist with annual examination preparations.

Speech Day

- Send letters to all prize winners who receive books, cups and trophies.
- Order and liaise with Waterstones for book requests for the winners.
- Print and book labels and wrap books for presenting.
- Proof read the Speech Day programme.
- Create and print certificates for Highly Commended presentations.

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
Qualifications relevant to the post	E

PROFESSIONAL EXPERIENCE:

Experience of working in a busy office environment	E
Experience of organising meetings and accurate minute taking	E
Experience of managing and maintaining accurate records and filing systems	E

PERSONAL COMPETENCIES AND SKILLS

Ability to build & maintain good relationships with pupils, colleagues and parents	E
Excellent people skills: ability to put people at ease, reassure, guide, explain	E
Efficient, confident	E
Excellent written and spoken communication skills	E
Ability to use own initiative & work through issues promptly and clearly	E
Decision making to tight deadlines	E
A high level of IT Literacy	E
Ability to prioritise, plan, monitor and evaluate	E
Ability to multi-task	E
An understanding of the need for tact and diplomacy	E

Person Specification

E = Essential • D = Desirable

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PERSONAL ATTRIBUTES

A good sense of humour	E
Calm under pressure especially when dealing with parents, pupils, staff and external contacts	E
Ability to deal confidently with difficult situations regarding pupils, staff and parents	E
Creative thinker	E
Understanding of issues affecting young people	E
Enthusiasm for being involved in the life of a busy boarding school	E
Team player with an ability to listen, show empathy and inspire trust	E

SAFEGUARDING CHILDREN

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

VALUES

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E



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.