

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Academic Administrator - Prep School

| | |
|-------------------------------|---------------------------------|
| Employment Status | Part Time • Permanent |
| Employment Location | Framlingham College Prep School |
| Closing Date for Applications | Midday 30th May |
| Interviews | W/C 2nd June |

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 Head of Prep Learning Support at Framlingham College.

We are Framlingham College Prep School, a co-educational day and boarding school (2 – 13) found in the most outstanding rural location in Suffolk. Lots of schools say such a thing, but it would be a challenge to find a more picturesque rural setting for children to grow up in. We are set on a historic estate in the countryside a few miles away from Framlingham College Senior School, so we look and feel like a stand-alone independent prep school, but we are a through school to Framlingham College Senior School.

We are known as a school which adapts and responds to the individual child. We accept them for who they are, find out what makes them tick and encourage them to try new things, be ambitious, and find their passions. The education on offer here is outstanding and requires energy and optimism from our staff. It is a friendly and stimulating environment to work in within a supportive community.

We require a hardworking and proactive Academic Administrator to join our thriving team. This will involve working closely with the Assistant Head, Teaching and Learning, to support all aspects of academic administration including pupil assessments, reporting cycles, examinations, timetabling and parent communications.

This is a busy and varied role requiring excellent organisation, attention to detail, and strong IT skills (preferably with experience of iSAMS and Microsoft Office).

The ideal candidate will bring a collaborative, professional approach and a strong commitment to supporting outstanding teaching and learning. Experience in an educational environment, particularly in the independent sector, would be an advantage.

The post is for 20 hours per a week during term time plus 6 weeks in the holidays (39 week contract).

The salary for the role will be £12,320 based on the hours/weeks given.

We offer a supportive working environment as well as free lunch each day the kitchen is operational. We also offer a number of other benefits including contributory pension scheme and complimentary gym membership.

Application forms can be found using the following link: <https://mynewterm.com/jobs/124884/EDV-2024-FC-77686>

Should you have any questions or queries, please contact the HR Department on 01728 723789 or email HR@framlinghamcollege.co.uk

Simon Roche
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 Midday on the 30th May and will be reviewed upon receipt so we encourage all applicants to apply as early as possible.

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: **hr@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

Assistant Head (Teaching & Learning)

Job Location

Framlingham College Prep School (FCPS)

Salary Band

Band 4

Pension

Contributory Scheme Available

Job Description

JOB PURPOSE

To support the academic leadership and operational efficiency of the school by overseeing curriculum implementation, maintaining academic records, coordinating assessments, and ensuring compliance with school policies and educational standards. The Academic Administrator plays a critical role by providing administrative support to faculty, assisting in academic planning, and promoting continuous improvement in student achievement and academic programming.

Key Responsibilities:

Academic Support:

- Work closely with the Assistant Head (Teaching and Learning) to manage the day-to-day academic administration of the Prep School.
- Administer and coordinate academic rewards and sanctions.
- Support the collation and distribution of pupil reports via iSAMS.
- Manage curriculum information and regular academic communications with parents via My School Portal (MSP).
- Checking of School Academic reports

Data and Assessment Management:

- Oversee the administration of standardised testing, including CAT4, GL Assessments, WRAT assessments, and internal school examinations.
- Maintain pupil assessment tracking, academic profiles, and prepare data for Senior School transitions.
- Assist with administration and preparation for CE, ISEB examinations, and entrance testing for pupils joining or leaving the school.

Timetable & Scheduling:

- Support the timetabling process: create and maintain class lists, set lists, prep timetables, and staff timetables within iSAMS.
- Ensure timetable updates are accurately managed throughout the academic year.
- Create timetables for new joiners and provide support for cover arrangements when required.

Academic Resources and Compliance:

- Manage subscriptions and access to online academic resources (e.g., Twinkl, GL platforms).
- Maintain and update academic policies and departmental documentation to meet inspection and compliance standards (ISI requirements).
- Assist in the preparation of academic papers and documentation for Senior Leadership Team (SLT), Governor meetings, and inspection reviews.



Continued from previous page

Additional Responsibilities:

- Support academic budgeting administration and development planning in collaboration with the Deputy Head (Academic).
- Maintain the school's 'More Able Pupils' register and provide related administrative support.
- Work with teaching staff to ensure a consistent and professional standard of academic administration across the school.

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 while 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.

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 post | D |

PROFESSIONAL COMPETENCIES & 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 |

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 |

Person Specification

E = Essential • D = Desirable

Continued from previous page

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 |
| Understanding of issues affecting young people | 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.