



PA to the Bursar

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior School
Application Closing Date	Midday Monday 11 October 2021
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
FRAMLINGHAM
SUFFOLK
IP13 9EY

T: 01728 723789
E: recruitment@framlinghamcollege.co.uk

[FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT](https://www.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 PA to the Bursar 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.

We require an experienced Personal Assistant to fully support the Bursar, acting as first point of contact and managing calls and visits with consummate authority, diplomacy and warmth. The successful candidate will also work as part of the Finance Department carrying out a variety of tasks including processing invoices, purchase ledger, and assisting with fee queries. Previous experience of working in a Financial administrative role is essential.

The Bursar has a full and demanding diary and the successful applicant must be prepared to work under pressure to maintain an atmosphere of friendly, courteous and good-humoured efficiency. The post entails high levels of confidentiality and public relations skills. You will have the ability to forge strong relationships at all levels, as you will also be required to work closely with all internal functions, the Senior Leadership Teams across both schools and act as a direct link and support to the Governors.

This is a year-round role working 37.5 hour each week Monday to Friday, plus one in three Saturday morning's during term time. The post attracts an annual salary of £22,405, based on an hourly rate of £11.49. We can offer a supportive working environment, as well as free lunch each day the kitchen is operational. We offer a number of other benefits including contributory pension scheme and complimentary gym membership. 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 should be received no later than **Midday Monday 11 October 2021**. The interview date is yet 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 Standard Life
- 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

Bursar

Weeks

52 weeks

Job Location

Framlingham College Senior School

Salary Band

Band 4 - £22,405

Hours

37.5 hours per week Monday to Friday, plus 1 in 3 Saturday mornings during term time.

Pension

Contributory scheme available

Job Description

JOB PURPOSE

To provide a comprehensive administrative service ensuring discretion and support to the Bursar in carrying out his role as well as ensuring the efficient day to day running of the Bursar's office. Work in a positive and pro-active way demonstrating a high level of initiative and competence across a broad range of office management activities, managing work of a confidential and complex nature with considerable tact and diplomacy. To also work as part of the Finance team, assisting with administrative tasks as required to support the efficient operation of the department.

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

Administration Support

- Promptly, accurately and methodically deal with documentation that comes via the Bursar's office.
- Control Bursar's calendar including short and long-term planning to ensure that the Bursar is prepared for all meetings. Ensure strategic planning time is scheduled as well as the necessary meetings etc. Where appropriate, arrange travel and accommodation for conferences.
- Manage meeting cycles to include calling for agenda items, assembling relevant documents, preparing and disseminating agendas for Bursar-led meetings; accurate minute taking and prompt dissemination of minutes, coordination of logistics, venue, ICT and refreshment provision. Organising meetings as requested by Bursar.
- Ensure that visitors, internal and external, feel valued and that their needs are catered for. Ensure refreshments are organised for the Bursar,

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his visitors (within the school and externally) and meetings.

- Manage Companies House and Charity Commission paperwork and annual returns.
- Overseeing process for tracking and updating College wide policies and their publishing.
- Act as Health & Safety Committee Secretary.
- Administration of Bursary applications and renewals.
- Assisting with the administration of staff accommodation in liaison with the Assistant Bursar.
- Maintenance of Bursar's filing and archiving systems.
- Run reports as requested from the College systems or acquire these from respective departments on behalf of the Bursar.
- Assist the Commercial Manager with the administration of External Lets.

Correspondence & Communications

- Assist the Bursar in managing correspondence, prioritising effectively and forwarding as appropriate. All correspondence to be managed promptly and confidentially.
- Deal with all communications in a professional manner including fielding telephone calls, dealing with complaints, parental or public and assisting colleagues. All communications to be managed with consummate professionalism, diplomacy and warmth. Difficult situations whether from internal or external parties, should be diffused calmly.

Finance

- Sorting and distributing incoming mail.
- Distributing invoices and other financial document for posting.
- General data input into the financial systems as required.
- Liaise and assist the Finance Officer with general tasks including dealing with pension, fee and payroll queries.

Governors

- Act as the secretary to the Clerk to the Governors, maintaining all records relating to Governors and Governance process including attending meetings in order to take minutes (Meetings of the Corporation as well as other Governor Group Meetings).
- Ensure meeting agendas and meeting rotas are circulated and all parties informed. Ensure accurate preparation of Termly Governors' Reports for the Principal.

Other

- Work collaboratively with the Director of People and the HR Team on matters relating to staff.
- Develop a close working relationship with the Bursar. Collaborate and forge strong relationships with the College Senior Leadership Team, support and teaching staff, as well as the Board of Governors.
- Attend school events as requested by the Bursar.
- 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
A Levels or equivalent	✓	
Qualifications relevant to the post	✓	

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Ability to build and form good relationships with pupils, colleagues and parents	✓	
Excellent people skills: ability to put people at ease, reassure, guide, explain	✓	
Efficient, confident	✓	
Excellent written and spoken communication skills	✓	
Ability to take the initiative	✓	
A high level of IT Literacy	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Ability to multi-task	✓	
An understanding of the need for tact and diplomacy	✓	

PROFESSIONAL EXPERIENCE

	E	D
Experience of working in a busy office environment	✓	
Proven experience in a PA role including diary management	✓	
Experience of organising meetings and accurate minute taking	✓	
Experience of managing and maintaining accurate records and filing systems	✓	
Experience gained in a Financial administrative role		✓
Experience of working within a school environment		✓

PERSONAL ATTRIBUTES

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

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.