



Receptionist (Senior School)

Employment Status	Part Time • Permanent
Employment Location	Framlingham College Senior School
Application Closing Date	Midday Thursday 21 July 2022
Interviews Week Commencing	Monday 25 July 2022

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.



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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 School Receptionist at Framlingham College Senior School.

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 a friendly and approachable School Receptionist to cover the busy front desk at our Senior school. As well as reception duties, welcoming visitors and assisting parents and pupils, you will be expected to work as part of the office team and carry out general day-to-day admin duties. You must have a flexible approach and be able to cope in a busy and varied environment.

This is working 18.5 hours (08:00 – 17:45) on a Thursday and Friday each week for 33 weeks of the year (term time), plus 25 days a year during school holidays (09:00 – 16:00). There is also a requirement to work 10 Saturday mornings in term time. The post attracts a pro rata salary of £9,686 per annum. 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.

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 Thursday 21 July 2022**. If you are shortlisted for interview, these will take place week commencing Monday 25 July.

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;
- Two-week Christmas Shutdown.

Job Information

Reports To

PA to the Principal

Job Location

Framlingham College Senior School

Hours

18.5 hours per week over 2 days plus 10 Saturday mornings per year during term time. 25 days to be worked in the school holidays

Weeks

38 weeks per year (33 term time and 5 during non-term time)

Salary Band

Band 3

Holiday

25 days plus bank holidays pro rata

Pension

Contributory scheme available

Job Description

JOB PURPOSE

To work collaboratively with the School Secretary to cover reception efficiently and offer administrative support to the school.

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.

Front Office / Administration

- Provide administrative assistance to the Principal's PA and the Senior Team Administrator.
- Operate the school reception, acting as first point of contact, welcoming visitors and for queries from staff and pupils.
- Manage switchboard and answer phones.
- Provide secretarial support to teaching staff as necessary.
- Sort and distribute incoming post. Frank outgoing mail and credit franking machine.
- Take and distribute messages.
- Liaise with the Principal's PA and other staff for daily appointments.
- Complete master registration of pupils and take follow-up action with parents as required.
- Book travel for visitors as required.
- Assist the School Secretary with the management of stationary supplies across the College.
- Assist with booking of school rooms.



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- Distribute e-mails from central account.

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

	E	D
4 GCSEs at C grade or above, or equivalent	✓	
IT Qualifications		✓

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Strong customer services skills	✓	
Strong computer skills and working knowledge of MS Outlook, Word, and Excel	✓	
Excellent interpersonal, written and verbal communication skills	✓	
Excellent attention to detail	✓	
Excellent telephone manner	✓	
Ability to work within a team	✓	
Awareness of safeguarding issues	✓	
Experience of database management		✓

PROFESSIONAL EXPERIENCE

	E	D
Experience gained in a customer focused role	✓	
Experience gained in a busy administrative role	✓	
Experience gained working within a school or reception environment		✓

PERSONAL ATTRIBUTES

	E	D
Friendly, approachable and professional	✓	
Well-presented/Smart, professional attire	✓	
Ability to work on own initiative	✓	
Ability to manage varying demands and workloads and offer flexibility	✓	

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.