



# Seckford Foundation

*a foundation for life*



## Work With Us

## People Team Administrator

Application Pack

# People Team Administrator

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**Term Time plus (34 + 5 weeks)**

**Salary £30,600 FTE**

**Actual Salary £15,021.24 per annum**

**20 hours per week, 39 weeks a year**

**Working 10am to 2pm each day.**

**Start Date: 18 August 2025 (negotiable)**

An exciting opportunity has arisen for a new member of staff to join our People Team at the Seckford Foundation. As the People Team Administrator, your role will be to provide comprehensive, accurate and confidential support to the People Team by effectively conducting its administrative duties and activities. This role will be Monday to Friday, 4 hours per day based on site at Woodbridge School. While we have advertised start date as Monday 18 August 2025, this is negotiable for the right candidate.

You will be the first point of contact for email, phone and face to face interactions in the People Team Office and support the smooth running of the People Team administrative function across the Seckford Foundation, which comprises of the Woodbridge Prep and Senior School and Seckford Care.

We are looking for an enthusiastic people person with strong organisation and interpersonal skills. The successful candidate will have an excellent attention to detail with the ability to work well as part of a team whilst also being trusted to complete tasks independently and accurately.

There is a warm, welcoming atmosphere within our department that underpins our culture as an organisation. Teamwork is at the heart of everything we do and by working together with our colleagues in other departments, we aim to provide the very best opportunities for all our students and staff.

The Seckford Foundation is one of Suffolk's oldest charities, endowed by Thomas Seckford in 1587, with the mission to promote the education of the young and the care of older people in and around Woodbridge. The Foundation owns and operates two significant and long-standing institutions in the town, Seckford Care and Woodbridge School as well as the Seckford Theatre.

To apply for this role, please click on the link and complete the application form. A CV and covering letter will not suffice but may be included.

For more information about the school please visit:

[www.woodbridgeschool.org.uk](http://www.woodbridgeschool.org.uk)

To apply for this position please visit: <https://www.woodbridgeschool.org.uk/about/vacancies/>

**Closing Date: 1 June 2025**

**Interviews: w/c 9 June 2025**



# Job Description

<b>Job Title:</b> People Team Administrator	
<b>Department:</b> People Team	
<b>Hours:</b> 20 hours per week, 39 weeks per year	<b>Accountable to:</b> Head of People
<b>Job Purpose:</b> Supporting the administrative activities of the People Team, across the Seckford Foundation and ensuring that all People administration is conducted accurately and in a timely, efficient manner.	
<b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Act as the first port of call for all enquires whether they are face-to-face, via telephone or by email; try to resolve queries/enquiries or to re-direct to the relevant member of the People Team.</li><li>• Own and manage the People Team Inbox, responding to or actioning/referring all queries on a daily basis; take ownership for seeing matters through to their conclusion.</li><li>• Responsible for all transactional People Team administration, including new starters and leavers, induction, absence data input, reporting, probation reviews, and drafting of all new offers as well as variations to existing contracts. Ensure that all paperwork is accurately drafted (upon receipt of the appropriately signed forms of authority) within a timely manner and prepared for sign off.</li><li>• Maintain an accurate suite of People documents, including all template letters, contracts and policies to ensure efficiency in processes, maintaining high standards of accuracy and consistency in line with the branding of each part of the Foundation.</li><li>• Appreciate the importance of, and methodically ensure that appropriate audit trails are maintained for all transactions.</li><li>• Maintain accurate and up to date records on the People system; run and prepare reports where requested.</li><li>• Maintain employee files and records (both hardcopy and electronic) ensuring confidentiality and data protection / GDPR legislation is fully complied with.</li><li>• Provide occasional secretarial support by typing of notes/letters in relation to disciplinary matters, and administrative support for the Head of People and the People Advisor as necessary.</li><li>• Work closely with the Recruitment Officer &amp; People Advisor on general HR duties, providing assistance as required, including occasional project/research tasks.</li><li>• Ensure that all filing is maintained regularly, to ensure that files always hold the most up to date paperwork to hand for anybody needing to access these.</li><li>• Process all invoices for payment, as well as deal with discrepancies in a timely manner.</li></ul>	

## **Recruitment**

- Support the Recruitment Officer with the pre employment checks, interviewing scheduling, and contacting candidates. As well as supporting the Recruitment Officer on any interview days, ensuring all rooms and facilities are prepared for each interview.

## **Employee Relations**

- Provide administrative support to the Head of People and People Advisor on various employee relations matters as they arise; this may include but may not be limited to notetaking, preparation of documentation, production of variation letters for sign-off; preparation of files and paperwork for meetings and hearings.
- Be responsible for the recording and monitoring of sickness absence across the organisation and escalate to People Advisor or Head of People as necessary, so support and guidance can be provided promptly.
- Efficiently support managers and the People Team with the off boarding of employees, to ensure that all the correct action have been followed, including liaising with the Recruitment Officer when vacancies arise from an employee leaving.
- Support in the administration of family friendly leave, including Maternity and Paternity leave.

This job description is not exhaustive, and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.

## **General Responsibilities**

### **Health and Safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Seckford Foundation's Health and Safety Policy.

### **Child Protection/Vulnerable Adults Statement**

The Seckford Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the Trust's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head.



# Person Specification

<b>Education and Qualifications</b>	<b>E</b>	<b>D</b>
Good standard of Education, including GCSEs at grade 4 or equivalent in Maths and English	✓	
CIPD Level 3 or a willingness to undertake the qualification	✓	
<b>Knowledge and Experience</b>		
IT literate with experience using Windows based applications e.g. Microsoft Office – Word and Excel	✓	
Able to pick up, use and manipulate other People systems	✓	
Adaptable and flexible approach to job roles and responsibilities	✓	
<b>Skills</b>		
Good communication and interpersonal skills, both written and verbal	✓	
Accuracy and attention to detail	✓	
Ability to work as part of a team and also independently	✓	
Act on own initiative and prioritise own workload	✓	
Commitment to work as a positive and constructive team member and meet deadlines	✓	
Excellent time management, organisational and administrative skills	✓	
<b>Safeguarding</b>		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children and vulnerable adults	✓	
<b>Personal Qualities</b>		
Willingness and ability to be flexible and open to change	✓	
Ability to prioritise, work methodically and remain calm under pressure to prescribed deadlines with a 'can-do' attitude	✓	
Ability to relate to staff, students, parents/carers, and governors	✓	
Approachable, friendly and a team player	✓	
<b>Other</b>		
Have a valid driver's license with clean driving record or to live locally to Woodbridge		✓

# Benefit Statement

<b>Pension</b>	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
<b>Sick Pay</b>	After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
<b>School Fees</b>	School fee remission may be available depending on individual circumstances after successful completion of probation period.
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Free parking.</li><li>• Complimentary lunch is available when the Dining Room is in operation.</li><li>• Access to the Employment Assistance Programme.</li></ul>



# Information for applications

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In order to apply please complete the application form.

Application forms can be downloaded from the School's website:

<https://www.woodbridgeschool.org.uk/about/staff-vacancies>

Please apply, preferably by email, stating "People Team Administrator" in the title line to [recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk).

If you are unable to apply by email then please post your application, marking "Private and Confidential" to The People Team at:

Woodbridge School  
Marryott House  
Burkitt Road Woodbridge  
Suffolk  
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School part of Seckford Foundation is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*

