



Seckford Foundation

a foundation for life



Work With Us
People Team Advisor
Application Pack

People Team Advisor

Up to £36,000 (FTE) Pro rata for part time
30 - 35 hours per week, 4 - 5 days a week

Consideration will be given to reduce working hours in the School holidays for the right candidate. Start and finish times are negotiable.

An exciting opportunity has arisen for a new member of staff to join the People Team at the Seckford Foundation. We are seeking a **People Team Advisor** to support our managers and employees across the Foundation on all aspects of employee relations, and to be the **lead advisor** as we launch our new **People HR and Applicant Tracking System (ATS)**.

This is a pivotal role in our evolving People Team, where we are moving away from traditional HR practices and embracing a people-focused approach that empowers colleagues to reach their full potential.

Key Responsibilities:

- Provide expert advice and guidance on employee relations, including performance management, grievance, disciplinary, and wellbeing matters.
- Lead the continued implementation and ongoing management of the Foundation's new People HR and ATS system, ensuring accurate data, user training, and process improvement.
- Work closely with the Head of People to identify and deliver continuous improvement across the employee lifecycle and People Team operations.
- Support and develop employee engagement initiatives across the Foundation.
- Maintain compliance with employment law, safeguarding, GDPR, and internal policies.
- Contribute to the development of a nurturing, transparent, and inclusive workplace culture.

About You:

- Experience in a similar HR or People Advisor role.
- CIPD Level 5 or Level 7 qualification (or working towards).
- Strong understanding of employment law and HR best practices.
- Experience implementing or managing HR systems or ATS platforms.
- Excellent interpersonal and communication skills, with the ability to build strong relationships across departments.

Why Join Us?

At the Seckford Foundation, our people are at the heart of everything we do. Whether supporting students at Woodbridge School, residents at Seckford Care, or audiences at the Seckford Theatre, we are united by a commitment to excellence and community. You'll be joining a warm, welcoming team where collaboration and innovation are valued, and where your work will make a meaningful difference.

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.

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

Closing Date: 16 October 2025

Interviews: 24 October 2025

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Job Description

Job Title: People Team Advisor

Department: People Team

Hours: 35 hours per week

Accountable to: Head of People

Job Purpose:

You will be responsible for providing expert, comprehensive HR advice and guidance to managers across the Foundation. Acting as a trusted partner, you will coach and support managers and their teams to ensure effective people management and positive employee experiences.

A key part of your role will be to build and maintain strong, collaborative relationships with stakeholders at all levels, delivering high-quality, consistent support that aligns with the Foundation's values and strategic goals.

In addition, you will lead the implementation and ongoing development of our newly launched PeopleHR system. This includes supporting managers and staff in adopting the platform's full functionality, particularly the Applicant Tracking System, and ensuring a smooth and effective rollout across the organisation.

Key Responsibilities:

- On a daily basis, work closely with the Head of People to ensure the timely and efficient delivery of People tasks and activities.
- Contribute ideas and suggestions and look for opportunities to improve People practices and procedures, providing suggestions and solutions and reviewing/updating People policies.
- Working with the People Team to enhance employee engagement and work within a transparent and nurturing environment to encourage and develop our employees to become the best versions of themselves.
- Lead Advisor for the Foundation's People HR System and Applicant Tracking System.

Employee Relations

- Advise managers / heads of department on the best application of current employment law including facilitating performance management, grievance and disciplinary meetings and ensure compliance with employment law requirements and best practice.
- Manage your own employee relations casework load, working closely with the Head of People.
- Keep up to date with external influences and best practice, impending legislation, policy changes or HR trends.
- Manage flexible leave requests and provide advisory support to line managers and employees on maternity/paternity/ other leave requests (bereavement, adoption, career break, sabbatical).
- In conjunction with the Head of People, source and arrange suitable in-house and external training and development courses and workshops.
- Promote wellbeing initiatives to all staff, such as highlighting the Employee Assistance Program, as well as supporting the Head of People to review and analyse future potential wellbeing initiatives.
- Build and maintain strong relationships between the School and Care teams and the wider People Team, facilitating an effective route of communications.
- Liaise with managers re contract variations, role changes and processing amendments to contracts.

People System and Applicant Tracking System (ATS)

- Act as the lead advisor for the Foundation's PeopleHR System and Applicant Tracking System.
- Support managers and the People Team in navigating and utilizing the system effectively, including troubleshooting and training where needed.
- Ensure all employee lifecycle processes (e.g., onboarding, contract changes, leavers, absence data) are accurately reflected in the system and managers are aware of the processes they need to undertake.
- Generate reports and dashboards from the system to support decision-making, compliance, and strategic planning.
- Work with the Head of People to continuously improve system usage, workflows, and automation to enhance efficiency and user experience.
- Collaborate with IT and external providers to resolve technical issues and implement system updates or enhancements.
- Ensure data integrity and compliance with GDPR and internal data protection policies across all system records.
- Liaise with finance department to ensure accurate payroll data, processing pay changes and updating the PeopleHR system.
- Working closely with the Recruitment Administrator to support recruitment processes through the ATS, including job postings, candidate tracking, interview scheduling, and communication.

Training & Development

- Working with the Head of People and the wider management of the Foundation to coordinate training programs, identifying learning needs, and facilitating training initiatives.
- Work with the Head of People to ensure that managers and teams have the appropriate skills and capabilities to undertake their responsibilities effectively.

Administration/Other

- Work with the Head of People and Recruitment Officer to accurately maintain the Single Central Record (SCR) of recruitment and vetting checks, ensuring it is fully compliant with ISI and safeguarding regulations.
- Help to keep the PeopleHR database up to date and run reports to provide key information such as absence data when requested.
- Work closely with the People Team Administrator to ensure legally compliant and up-to-date information is held on PeopleHR, the SCR and staff files and enable them to provide correct information as required.
- Ensuring compliance with the General Data Protection Regulations.
- Fully engaging in, and contributing to, team meetings and the development of the wider People Team.
- Demonstrating a commitment to keeping children and young people safe.
- Reporting any safeguarding concerns in the workplace to the appropriate person.
- Maintaining an awareness of the Foundation's policies in relation to safeguarding.
- Any other task the Head of People might reasonably request to support the smooth running of the department.

Employee Engagement

- Working as part of the People Team to develop and support initiatives to improve and enhance employee engagement across the Foundation.

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

Education and Qualifications	E	D
Good standard of Education, including GCSEs at grade 4 or equivalent in Maths and English	✓	
CIPD Level 5 or higher or willingness to undertake qualification	✓	
Knowledge and Experience		
Must have experience of managing own employee relations casework including sickness absence, capability, disciplinary and grievances.		✓
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	✓	
Experience of managing own employee relations casework, including capability, disciplinary and grievance, absence	✓	
Knowledge and extensive experience of employment related policies and procedures	✓	
Experience of working in education or the care sector		✓
Skills		
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 and act on own initiative and prioritise case and workload	✓	
Commitment to work as a positive and constructive team member and meet deadlines	✓	
Excellent time management, organisational and administrative skills	✓	
Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children and vulnerable adults	✓	
Personal Qualities		
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	✓	
A proactive, solutions-focused mindset with a passion for continuous improvement.	✓	
Ability to relate to staff, students, parents/carers, and governors	✓	
Approachable, friendly and a team player	✓	
Other		
Have a valid driver's license with clean driving record or to live locally to Woodbridge	✓	

Benefit Statement

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Holiday Pay	25 days per year, plus Bank Holidays (pro-rata for part time workers)
Sick Pay	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.
School Fees	School fee remission may be available depending on individual circumstances after successful completion of probation period.
Other Benefits	<ul style="list-style-type: none">• Free parking.• Complimentary lunch is available when the Dining Room is in operation.• Access to the Employment Assistance Programme.• Access to School Holiday Club Age 4 plus with 50% discount (<i>non-contractual – external provider</i>).



Information for applicants

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 Advisor" in the title line to 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.

Previous applicants need not apply.

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.

