



Seckford Foundation

a foundation for life



Work With Us

Temporary HR Generalist

Application Pack

Temporary - HR Generalist

Fixed Term

Up to £32,000 (FTE) Pro rata for part time

Up to 21 hours per week, 2-3 days a week

Working hours between 8.30am – 4.30pm

Hours can be flexible, with working within School Hours if required.

Due to a planned absence within the People Team, we are looking for a Temporary HR Generalist on a fixed term contract to support with the day-to-day functions within the People Team, initially for 3 months.

Key Responsibilities:

- Provide expert advice and guidance on employee relations, including absence management, performance management, grievance, disciplinary, and wellbeing matters.
- 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 Generalist role.
- CIPD Level 5 (or equivalent experience/working towards).
- Experience of employee relations Casework.
- Strong understanding of employment law and HR best practices.
- 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: 12 April 2026

Interviews: 16 April 2026

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: Temporary HR Generalist (Fixed Term)

Department: People Team

Hours: Up to 21 hours per week

Accountable to: Head of People

Job Purpose:

Your job will involve giving HR support and advice to managers at the Foundation. You'll help managers and their teams with day-to-day people matters and make sure staff have a positive experience at work.

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.

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.

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).
- 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)

- 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.
- 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.

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.
- 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 relevant experience/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.
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 HR Generalist" 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.

