

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Commercial and Events Officer

Employment Status	Part Time • Permanent
Employment Location	Framlingham College Prep & Senior School
Closing Date for Applications	Midday Friday 10 th July 2026
Interviews Week Commencing	TBC

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.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Commercial and Events Officer at Framlingham College.

Framlingham College is a co-educational boarding and day school comprising the Prep School, set in the beautiful surroundings of Brandeston Hall, and the Senior School, located in the historic market town of Framlingham. We are committed to providing an exceptional education that inspires curiosity, nurtures character and prepares young people for the opportunities and challenges of the future.

We are seeking an enthusiastic, organised and customer-focused Commercial and Events Officer to join our Commercial and Events team. This is a varied and rewarding role supporting the delivery and growth of the College's commercial activities, including sports facility hire, residential lettings and a range of events.

During term time, the role is predominantly office-based, with working hours typically falling between 8.30am and 5.00pm, Monday to Friday. Occasional evening and weekend working will be required to meet with clients and support the delivery of events. Outside of term time, particularly during the busy summer period in July and August, the role becomes more operational and hands-on, with responsibility for supporting and overseeing events and residential lettings across the College site. Working hours during these periods will be more varied and will include regular weekend work.

The successful candidate will be flexible, proactive and able to adapt to the changing demands of a dynamic commercial environment.

Application forms are to be submitted through my new term which can be found on our Framlingham College website alongside the recruitment packs. If you have any questions, please don't hesitate to contact us via hr@framlinghamcollege.co.uk.

We offer a supportive working environment, complimentary gym membership as well as free lunch each day the kitchen is operational.

Louise North
PRINCIPAL, 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 your completed application form via MyNewTerm. CVs will not be accepted in place of a completed application form in the absence of good reason. CVs may be submitted in addition to the application form to provide further background information.

Applications will be reviewed upon receipt. You will be notified of an exact interview 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:
hr@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;
- Christmas Shutdown.

Job Information

Reports To

Commercial and Events Manager

Salary:

Band 4 – £12,675 – £14,059 (£25,350-28,119 FTE)

Location:

Framlingham College Senior and Prep School

Hours/Weeks:

18.75 per week – 2.5 days for 52 weeks of the year

Holiday

25 days plus bank holidays

Job Description

JOB PURPOSE

The Commercial and Events team are responsible for raising additional revenue for the College through commercial activities.

The Commercial and Events Officer will support the Commercial and Events Manager to provide high quality customer service and administrative support for Framlingham College Enterprises Ltd (FCEL) for commercial hires at both the Senior and Prep School.

The Commercial and Events Officer will support the development of the College's Commercial and Event activities including sports hires, residential lettings and general facility hire and will assist with the operational aspects of all external lettings and hires ensuring their smooth running.

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.

- Provide administration, planning, preparation and co-ordination for commercial events and lettings. External events include residential and non-residential lettings during evenings, weekends and the school holidays.
- Support, co-ordinate and attend events as agreed with the Commercial and Events Manager.
- Deal with initial telephone, email or face to face enquiries.
- Manage enquiries and ensure they are logged and that provisional and confirmed events are kept up to date.
- Take responsibility for sports facility bookings, from enquiry to invoicing and ensuring that systems are in place for the locking/unlocking of facilities.
- Maintaining and updating the events calendar spreadsheet and relevant outlook calendars.
- Conduct client 'show arounds' to confirm events, or update information to returning clients.
- Working with the Commercial and Events Manager to provide quotes for external hirers.
- Liaise with key stakeholders to include the Senior Deputy Head, Senior Operations Manager, Catering, IT, Domestic, Grounds and Maintenance teams where appropriate, in advance of events to ensure all operational requirements are in place.
- Oversee external events, where required, ensuring their smooth operation.
- Assist with the organisation and operational aspects of residential lettings.
- Troubleshoot any issues that occur during events and bring them to a satisfactory resolution.
- Ensuring clients are invoiced in a timely fashion, while ensuring payments and contracts are received in advance of any event.
- To ensure that events and lettings are undertaken in accordance with agreed operational and health and safety guidelines.
- Ensure that all legal, licensing and insurance requirements are met effectively including Safeguarding and Child Protection responsibilities for external clients
- Any other duties that may be required.



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Essential:

- Willingness and flexibility to work evenings and weekends where required particularly during school holidays and the core commercial period between July and August.
- An enthusiastic, personable, efficient and calm manner.
- Evidence of strong attention to detail and high standards.
- Excellent administrative and organisational skills.
- Proven ability to plan and work under own initiative.
- Evidence of good verbal and written communication skills.
- Proven ability to work to tight deadlines and changing priorities.
- Evidence of good interpersonal and communication skills.
- Ability to think and work quickly, calmly and politely whilst under pressure.
- Good working knowledge and experience of Microsoft Office software applications
- GCSE's in Maths and English

Desirable:

- Experience of the events industry.
- Experience within the education sector.
- 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

A full driving license	E
Educated to A-Level or equivalent	E
Educated to degree level	D

PROFESSIONAL EXPERIENCE

Experience of working in education	E
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PROFESSIONAL COMPETENCIES AND SKILLS

Passion for and understanding of events industry	E
Strong organisation and planning skills	E
Ability to multi-task and prioritise in a busy team environment	E
Strong communication and relationship building skills	E
Good attention to detail	E
Able to work independently as well as part of a team	E
Able to demonstrate high levels of customer service	E
Self-motivated with the ability to take the initiative	E
Able to prioritise and deal with multiple requests	E
Strong verbal communication skills with the ability to communicate with people of all levels	E
A flexible approach to work with the willingness and ability to work outside standard hours on occasion	E
Good IT skills and proficiency in Microsoft Office applications	E
Strong mathematics capability, competent and confident in invoicing and other financial admin tasks	E

PERSONAL ATTRIBUTES

Friendly and approachable	E
Professional appearance and manner	E
Collaborative and supportive team player	E
Strong work ethic Collaborative and supportive team player	E
Personable and presentable	E
Collaborative and proactive, eager to contribute ideas and opinions	E

SAFEGUARDING CHILDREN

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

SAFEGUARDING

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E



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 2 - 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.