



# **Admissions Administrator Information Pack**





## The School

Monkton is not just a school; it's a community where every role plays a vital part in shaping the experience of those who live, learn, and work here. As a thriving boarding and day school in a stunning valley just outside Bath, we take pride in fostering a welcoming environment where people feel valued, supported, and part of something bigger.

We are always looking for ways to create a culture where both pupils and staff can reach their full potential. Whether you are starting out in your career, looking for the next challenge, or bringing years of experience to a new role, Monkton provides a supportive and inspiring place where you can thrive and grow. While our Christian ethos underpins our values of kindness, respect, and care, we welcome people from all backgrounds who share our commitment to excellence and community.



A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.

The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. Nearby are Monkton Prep and Pre-Prep which is part of the same foundation.

The Senior School and Prep School have a strong boarding tradition; however, day pupils comprise one third of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs..



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012,



and a significant enlargement and refurbishment of the Art and DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.

## The Role

As Admissions Administrator you will ensure that Monkton whole school admissions and administration processes are provided to a high standard. You will support the whole school education on offer and any related activities, by providing an excellent service to prospective parents, current parents, Governors, the Head of Admissions, Principal, Director of External Relations and the Bursar. You will be responsible to the Head of Admissions.

Hours of work will be for 40 hours per week and 52 weeks per year. Salary will be at scale point 20 of the Support Staff Salary Scale which is £25,377.66 per annum. Specific working patterns will be flexible to meet the needs of the school including some evening and weekend hours occasionally to be agreed with the Head of Admissions.

### Key responsibilities

- Handle all enquiries from prospective parents and educational partners in a timely and professional manner
- Process incoming applications from registration to enrolment
- Assist with the planning of school tours, visits, Open Days, assessment days
- Assist with all admissions correspondence
- Data entry to maintain the iSAMS database to provide a full and comprehensive record of the admissions journey
- Assist with the monitoring and updating of all information relating to admissions
- Prepare material for distribution at admissions events
- Filing, photocopying, ordering stationery
- Attend and minute departmental meetings
- To ensure that any other work required to ensure effective administration processes throughout the recruitment process are undertaken.
- To undertake regular training relevant to the role.





- In addition to the duties and responsibilities listed above, the job holder is required to perform other duties assigned by the managers from time-to-time as consistent with the operation of a fee charging independent school

## Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
<b>Qualifications</b>	Honours degree or an appropriate related discipline from a recognised University (requirement if teaching)		√
	UK Driving Licence		√

		Essential	Desirable
<b>Experience</b>	Significant experience of providing administrative services to a high quality	√	
	Ideally has worked in an education setting, or a setting involving young people	√	
	Proven track record of successful support to a senior manager	√	

		Essential	Desirable
<b>Skills and Knowledge</b>	Ability to manage and complete a wide range of tasks	√	
	A high level of organisational and administrative competency	√	



	Customer-focused within a sales environment	√	
	Enthusiastic with high self-motivation	√	
	To act with absolute confidentiality and discretion at all times		

		Essential	Desirable
<b>Personal Attributes</b>	Smart professional appearance and manner	√	
	Flexibility in working hours will be required to meet the demands of the role	√	
	Ability to be flexible and adaptable	√	
	Excellent attention to detail.	√	
	Willingness to work in two settings, Monkton Prep School and Monkton Senior School to meet the demands of the role	√	
	Awareness of the responsibilities of working in an environment with young people.	√	
	Full sympathy with the Christian ethos of the School and be able to consider the Christian perspective in counselling situations, while being sensitive to those with different or uncertain beliefs.		

## Safeguarding

Monkton Combe School 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 Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)



- [Equal Opportunities Policy, including EYFS](#)