



HR and Payroll Administrator Information Pack





The School

Monkton places “thinking differently” at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (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 is Monkton Prep with a separate Head but 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

This role is for 25-30 hours per week term time only.

Responsible for the day to day coordination and administration of HR processes and systems including being responsible for administering the monthly payroll. Working within the HR team and reporting to the HR Manager.

Payroll

- Run the administration and input for the monthly payroll
- Inputting changes to contracts that affect payroll
- All payroll end of month duties including variance reporting

Administration

- Manage the HR email inboxes, responding to enquiries and referring issues for HR advice, as required, including reference requests and resignation acknowledgements
- Maintain the HR information on the Staff Intranet, including uploading documents and editing content
- Ensure exit interviews are conducted for staff either face to face or electronically
- To assist with accommodation process such as responding to move requests, issue Service Occupancy Agreements, ensure property keys are returned where required
- To manage the training request process for the whole school
- To process invoices and monitor and report on HR related budgets

Recruitment and onboarding

- Support the processes in the recruitment process, for example; prepare recruitment documents, organise recruitment timetables, draft and place adverts, log application forms, administer recruitment campaigns, carry out safeguarding interviews and administer tasks
- Ensure that the school undertakes all necessary employment checks including DBS checks and right to work, qualification and medical checks and references in line with the Independent Schools Inspectorate (ISI) and Keeping Children Safe in Education (KCSIE) framework and staff files are ready for inspection at any time



- Support the induction process with new hires
- Administer the probation process ensuring Managers know when review meetings need to take place

Systems and Data

- Ensure the HR Database (EveryHR) accurately reflects current staff conditions and details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave
- Responsible for training administration including management of our eLearning training system (EveryHR).
- Respond to queries from staff, enrolling staff on to the system, organising and implementing training sessions, managing and collating data for training metrics and dashboards
- Coordinate reporting from the HR systems and assist in the creation of the HR dashboard



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
Qualifications	Studied to a minimum standard of GCSE [Grade A*–C /Grade 4 and above] or equivalent, in English and Mathematics.	√	

		Essential	Desirable
Experience	Experience of working in payroll		√
	Experience of working in a busy office environment.		√
	Previous administration experience		√

		Essential	Desirable
Knowledge & Understanding	Equal Opportunities, Health and Safety, SEND and Child Protection	√	
	Proficiency with computers and software, including Google Workspace	√	



		Essential	Desirable
Skills	Efficient and meticulous in organisation	√	
	Attention to detail, with an ability to spot numerical errors	√	
	Initiative and ability to prioritise one's own work	√	

		Essential	Desirable
Personal Attributes	Ability to work well within a team setting	√	
	Able to follow direction and work in collaboration with line manager	√	
	Able to work flexibly to meet deadlines and respond to unplanned situations	√	
	Awareness of the responsibilities of working in an environment with young people.	√	
	Full sympathy with the Christian ethos of the School, 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](#)

Diversity Statement



We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.