



Head of Admissions 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

About the Monkton Family of Schools:

Monkton Family of Schools is a group of thriving, independent co-educational day and boarding schools nestled in the heart of Somerset. We offer an exceptional, all-round education to students from a diverse range of backgrounds and nationalities. Our ethos is one of inclusivity, nurturing potential, and inspiring lifelong learning. As we continue to grow and evolve, we are excited to offer an exceptional opportunity for a dynamic individual to join our team as Head of Admissions at Monkton.

Job Purpose:

Are you an energetic and results-driven professional with a passion for recruitment and strategic growth? Do you thrive in a sales-focused environment where every day presents new challenges and opportunities? As Head of Admissions, you will be central in growing the school roll, driving business development, and fostering a global awareness of Monkton's unique educational offer. Your primary responsibility will be to develop and implement an effective admissions strategy, working collaboratively with our marketing team and senior leadership to attract, recruit, and retain outstanding students. The role is primarily focused on, and based at, both Monkton Senior and Monkton Prep Schools but the candidate will also be required to build a close relationship with, and have a good working knowledge of pupil roll at, All Hallows Prep School.

This is an exciting role that offers variety and the chance to make a real impact on the School's future growth. If you are enthusiastic about building positive and warm relationships with key stakeholders, analysing data, taking the lead and driving a clear admissions strategy, then this could be the perfect opportunity for you.

Key Responsibilities:

- **Admissions Strategy & Sales Management:**
 - Develop and execute a targeted admissions strategy, both domestic and international, to meet the School's recruitment objectives.



- Lead the admissions team, providing motivation and support to ensure consistent performance and achievement of targets.
 - Implement data-driven decision-making processes to optimise recruitment strategies and track the admissions pipeline.
 - Maintenance and improvement of the efficiency and effectiveness of admissions procedures, ensuring they follow best practice and take into account the dynamic nature of the School's key markets and the changing strategies of competitors
 - Working closely with the Partnerships & Events Coordinator to help oversee the arrangements for open mornings, assessment days, scholarship days as well as other recruitment events and visits from prospective parents and pupils
- **Global Recruitment & Relationship Building:**
 - Cultivate and maintain strong relationships with a wide range of stakeholders including prospective families, agents, feeder schools, embassies, and alumni globally.
 - Represent the Monkton Family of Schools at recruitment events, exhibitions, and fairs, both in the UK and internationally.
 - Travel globally as needed to build and strengthen the School's presence in key markets.
 - **Collaboration with Marketing:**
 - Work closely with the marketing team to ensure the admissions process is well-promoted and that marketing strategies align with admissions goals.
 - Ensure the creation of compelling promotional materials that highlight Monkton's unique offer to prospective families, agents, and other key stakeholders.
 - Stay ahead of trends in education recruitment and bring fresh, innovative ideas to enhance our approach.
 - **Admissions Process & Compliance:**
 - Ensure that the admissions process is efficient, transparent, and in line with school policies and UKVI regulations for international students.
 - Provide oversight to ensure that all visa requirements and compliance obligations are met.
 - Regularly analyse and report on the effectiveness of recruitment strategies and systems, adjusting as necessary.
 - **Reporting & Analysis:**



- Develop and maintain accurate admissions reports, tracking progress against targets and making data-informed decisions.
- Provide regular updates to the Director of External Relations and Senior Leadership Team on recruitment activity and forecasts.
- **Student Retention & Bursary Coordination:**
 - Work closely with the Director of External Relations, Head of Prep and Principal to support retention efforts and ensure a smooth transition for students across year groups.
 - Collaborate with the bursary team to help with the allocation of bursary funds in line with school policies.

Why the Monkton Family of Schools?

At Monkton, we believe in the power of education to shape lives, and we seek a Head of Admissions who shares that vision. This is an exciting opportunity for someone who is both entrepreneurial and strategic, with the ambition to drive growth and contribute to the future of a vibrant school community. In return, we offer a supportive, collaborative working environment and the chance to make a lasting impact on Monkton's success whilst also developing professionally.

Salary & Benefits:

A competitive salary package will be offered, commensurate with experience. This is a full-time, permanent position with generous holiday entitlement, professional development opportunities, and a range of benefits.

Reporting Structure: Report into the Director of External Relations

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.

Coaching Ethos: Monkton staff are committed to continuing to hone and improve our practice in different areas. We intentionally reflect on our professional development throughout the year. As part of this, and to support it, we train staff in coaching skills, and staff coach each other, as well as gaining valuable skills to use day to day. Over the next three years, our aim is to train all staff in coaching.



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	Honours degree or an appropriate related discipline from a recognised University		✓
	UK Driving Licence		✓

		Essential	Desirable
Skills and Experience	Proven experience in sales, business development, or admissions, ideally within an educational setting or a similar high-touch, client-facing environment.	✓	
	Strong leadership and team management skills, with a track record of inspiring teams to achieve ambitious targets.	✓	
	Exceptional relationship-building skills, with the ability to engage and build rapport with stakeholders from diverse backgrounds.	✓	
	Strategic thinker with the ability to analyse data, identify opportunities, and implement successful recruitment strategies.	✓	
	Excellent organisational and administrative skills, with the ability to manage a high volume of work and competing priorities.	✓	
	Strong communication skills, both written and verbal, with the ability to craft compelling messages and engage audiences at all levels.	✓	
	Experience in using CRM systems and data analytics tools to inform decision-making and drive success.	✓	



	Ability to represent the Monkton Family of Schools in a variety of settings, maintaining professionalism and credibility with external stakeholders.	✓	
	Willingness to travel internationally to promote the school and meet prospective families and agents.	✓	
	A genuine passion for education and commitment to fostering a diverse and inclusive student body.	✓	

		Essential	Desirable
Personal Attributes	Smart professional appearance and manner	✓	
	Flexibility in working hours will be required to meet the demands of the role	✓	
	A strategic mindset with a deep understanding of admissions and recruitment within the independent education sector	✓	
	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](#)

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.