



Operations Coordinator Candidate Information Pack





The School

Monkton is one of the country's best known smaller independent boarding schools. It is a Christian school with worldwide connections and interests, having been founded in 1868 within the mainstream evangelical tradition.

Monkton Combe School, just a mile from the World Heritage City of Bath, is an independent co-educational boarding and day school for pupils aged 2-18. We pride ourselves on our lively Christian ethos, excellent exam results and our strong pastoral care. At Monkton, we are setting standards for life; giving young people the qualities of character they need. Monkton places thinking differently at the heart of its strategic vision.



Monkton Combe School is seen by parents to be a caring community which fosters a balanced education, as well as encouraging the pursuit of individual excellence. It is a friendly school where pupils develop their personal values in the context of a community where tradition, creativity and adventure are positive features. The expression of the School's ethos can be found in many fine examples of Monktonians achieving positions of leadership in the church and in other areas of life both nationally and internationally.



The Senior School admits children from age 13 through to 18; the Prep School admits children from age 7 to 13 and the Pre-Prep takes children from 3 through to 7. The Nursery, set within the Prep School grounds, provides pre-school care (ages 2 – 3). 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 the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs.

Our Vision: Monkton inspires young people to become confident, kind and ambitious adults who live fulfilling lives.

Our Mission: Monkton thinks differently. We start with a proactive pastoral environment to develop academically strong enthusiastic learners within a living Christian ethos.

Our Values: Confidence, Integrity, Humility, Service



The Role

Fundamental Task:

General Responsibilities

- To assist and support the Operations Head of Department to coordinate tracker requests and communications of tracker software.
- To submit weekly reports to SLT for the maintenance tracker on behalf of the DOO.
- To supervise the ordering and distribution of purchases of consumables for the Operations and Finance teams.
- To support the Director of Operations with administration duties including diary management
- To support the Director of Finance with diary management and any admin tasks when required
- To take minutes at the SLT Operations fortnightly meeting and to monitor the action register;
- To take minutes during meetings and to update the action logs accordingly and to action any resulting tasks that may be assigned.
- To gather information from relevant areas for the renewal of the School's insurance on an annual basis and to work in conjunction with our insurance brokers to ensure any claims are handled and that all relevant insurance information is stored and distributed to those who require it.
- To regularly read School notices and communications to ensure familiarity with routines, events, news and expected visitors in order to be prepared and informative
- To administer and coordinate the school policy for contractors, keeping approved contractor lists and checks up to date. To maintain the contractor's database to ensure relevant forms and insurance documents are completed by the Contractors and stored appropriately.
- To liaise with HR to arrange for DBS checks for Contractors and consultants.
- To keep and maintain an accurate record of papers and electronic correspondence and files on behalf of the Director of Operations and handling all filing including confidential and statutory documents
- Log and organise the School key press, sign out any key and log.
- To assist DOO with communicating effectively with the surrounding community of Monkton including the Parish Council and Parents Committee's to ensure that the School causes minimum disruption to local residents.
- To assist in event planning and coordinating compliance and insurance documentation documentation.
- To liaise with external agencies such as water and power networks etc to ensure any planned works are communicated to staff and parents alike.



Finance & Accounts Responsibilities

- Raising purchase orders for Operations departments and allocation of invoices to POs
- Assist with the management of the Operations budgets including budget awareness and correct allocation of costs to budgets.
- To support the accounting administration for departments line managed by the DOO

Other Duties

- Occasionally sending Emergency or critical communications outside of working hours or on weekends.
- Occasionally work additional hours or work at weekends to assist with School events and open days.
- To cover School Reception when required, responding to incoming calls and emails and directing them appropriately

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	Good basic education to GCSE level in literacy and numeracy or equivalent	√	
	RSA or similar typing/word processing qualifications		√
Experience	Experience of developing and maintaining administrative systems, on paper and IT		√
	Previous experience in supporting and being a team member in a school		√
Knowledge And Understanding	Equal Opportunities, Health and Safety and Child Protection	√	



Skills	IT literate including ability use of Google Suite	√	
	Excellent accuracy and attention to detail	√	
	Able to communicate effectively and to provide a warm, welcoming, informative and accommodating service to children, parents and staff	√	
	Strong written and verbal communication skills	√	
	Able to keep clear records	√	
	Excellent organisational skills and ability to effectively prioritise time and work	√	
Personal Attributes	Able to work unsupervised and use initiative	√	
	Discretion, respectful of confidentiality and a professional, tactful approach	√	
	Excellent attention to detail	√	
	Sympathy with schools Christian ethos	√	
	Awareness of the responsibilities of working in an environment with young people	√	
	Supportive and engaged with the school's Our Vision, Our Mission and Our Values	√	
	Ability to be flexible and adaptable	√	
	Proactive / problem solving skills	√	



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.