



**PA to Deputy Head Pastoral
and Deputy Head Academic
Monkton Combe Senior School
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 plan is being rolled out.



The Role

Responsible to: The post holder is responsible to the Deputy Head Academic and Deputy Head Pastoral

Fundamental Task: To ensure the management and coordination of administrative support for the Deputy Heads at the senior school.

Role and responsibilities:

- Full PA support to Deputy Heads Academic and Pastoral at the senior school including, but not limited to, responding to emails, telephone calls, managing complex diaries, liaising with academic, pastoral and operational staff / departments, taking minutes, producing agendas, creating and maintaining documents, handling sensitive data and information;
- To receive visitors to the Deputies' Office with warmth and hospitality and support the Deputy Heads in communication with parents and prospective families;
- To provide Deputies with administrative support for all teaching and pastoral staff job applications for posts at Monkton Senior School, liaising with the Human Resources Team as necessary;
- Daily academic staff cover management across the senior school;
- To manage and administer the school registration function on ISAMS twice daily and upload the morning registers to REACH;
- To coordinate Parents evenings and provide administrative support, with the support from other members of the admin team, for special events including Prizegiving weekend;
- School termly Calendar - arranging the termly calendar meeting with all the correct stakeholders, supporting the DHs with event entries, chasing entries, managing the SOCS calendar and publishing the calendar;
- Publishing midterm and mocks on My School portal for parents and pupils;
- To assist with purchases orders and the payment management system for the Deputy Heads;
- Assist the DH Academic with the academic sanctions process;
- To cover the school reception on a rota basis with other members of the Admin team when required;
- To undertake specific projects as requested from time to time.



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. The post holder may be reasonably required to conduct similar duties given in the job description within other parts of the school.

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 | Educated to at least A level or equivalent | | √ |
| | UK Driving Licence | | √ |

| | | Essential | Desirable |
|-------------------|--|-----------|-----------|
| Experience | Experience of developing and maintaining administrative systems, with experience of using a broad range of IT systems including the Google suite | √ | |
| | Expertise in using and producing spreadsheets - Google Sheets and Excel and interpreting data | √ | |
| | Experience of working in a busy multifunctional PA or secretarial role, and in particular taking minutes and producing documents, including letters and reports to a high quality and standard | | √ |
| | Significant experience and expertise in a support role in a school or other multi-disciplinary environment | | √ |

| | | Essential | Desirable |
|--------------------------------------|--|-----------|-----------|
| Knowledge & Understanding | Equal Opportunities, Health and Safety, SEND and Child Protection and Safeguarding | | √ |
| | Knowledge of Data Protection Legislation | | √ |



| | | Essential | Desirable |
|----------------------------|--|-----------|-----------|
| Skills | Ability to communicate well and establish firm and consistent relations | √ | |
| | Excellent verbal and written communication skills | √ | |
| | Excellent word processing and IT skills, including a broad knowledge of a range of software packages including Google but in particular Google Sheets | √ | |
| | Excellent telephone manner and strong written and oral communication skills to a wide and varied audience including pupils, staff, parents, governors and others | √ | |
| | Excellent accuracy and attention to detail | √ | |
| | Excellent organisational skills and ability to prioritise time and work to tight deadlines | √ | |
| | The ability to research, digest, analyse and present material clearly and concisely | √ | |
| | Excellent interpersonal skills | √ | |
| | | Essential | Desirable |
| Personal Attributes | Enthusiastic and supportive team-player | √ | |
| | High level of professionalism and integrity | √ | |
| | Discretion and respect for confidentiality | √ | |
| | A willingness to use initiative and work independently | √ | |
| | Strong adaptability to changing demands and circumstances | √ | |
| | Awareness of the responsibilities of working in an environment with young people. | | √ |



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](#) (Currently under review)

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.