



School Administrator 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 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.

Prep School

Monkton Prep School was founded over 130 years ago and we hold a provision from nursery to Year 8. The site is located within an area of outstanding natural beauty, is less than a mile and a half from Bath city centre and within easy reach of London, Cardiff and Southampton via an excellent train service. Pupils enjoy a broad and excellent programme within a framework of outstanding pastoral care, both for boarders and day pupils. Flexi-boarding is also an option many pupils choose at some stage during their time at the school.

The Prep School is led by Catherine Winchcombe. The Prep staff team is strong, cohesive and committed to providing excellence throughout the School, where possible collaborating with the Senior School staff. Our School Values: Confidence, Integrity, Service and Humility, form a strong foundation for our School community.

Facilities include an indoor, four lane, 25m swimming pool, a 300 seat auditorium, one full-sized and one half-sized astro pitch, tennis courts, outstanding sports pitches, an ICT suite, two science labs and a magnificent view over the Somerset hills to the South West.

Monkton Prep is a caring and vibrant community which fosters a balanced, all-round education as well as encouraging the pursuit of individual excellence. It is a friendly school which believes in traditional values. The confidence, integrity, sensitivity and ambition of our pupils are priorities and we are eager to educate character, as well as intellect, aiming to instil in the pupils a lifelong love of learning.

We are able to offer outstanding opportunities for Sport (including swimming), Outdoor Learning, Music and Art within younger years provision and provide specialist teaching for our Reception and KS1 pupils.



The Role

The purpose of this role is to ensure the smooth and efficient running of the office. To represent Monkton Combe School supporting the school's objective of providing excellent standards of customer service throughout all interaction with parents, pupils and visitors to the school, and providing strong administration support to ensure the smooth running of the school office. This position would report into the PA to the Head and on a day to day basis will seek guidance from the Deputy Head's PA.

This position is a part time time role working alongside the full time School Receptionist. The post holder will be expected to work alongside the Receptionist to ensure the smooth day to day running of the school office. The School Administrator will work with the Receptionist to ensure adequate cover is provided at all times in the office and information is shared appropriately to enable each post holder to effectively carry out their duties.

School Administrator responsibilities:

- Work alongside the school Receptionist, responding to incoming calls and directing them appropriately.
- Providing cover for the Receptionist, ensuring that the office is always manned over break/lunch times.
- Assist the Receptionist to ensure registers are completed throughout each school day.
- Inform, guide and attend to pupils who seek advice, support or guidance from the office. To liaise with medical staff about children who are unwell and wish to visit the medical centre
- With the Receptionist, be a point of contact for pupils and staff to report to the office in urgent situations, for example, to locate children or assist where appropriate
- Regularly read School notices and communications to ensure familiarity with routines, events, news and expected visitors in order to be prepared and informative
- Administer the school policy for visitors and contractors, and report any breaches to PA to Head



- Assist with the purchasing process including raising purchase order numbers, receiving goods and managing invoices.
- Manage milk count and reporting weekly figure and liaising with catering team
- Be first point of contact for Early years funding and liaise with bursary and BANES to ensure forms are completed and relevant documentation seen and copied, meeting necessary deadlines
- Overseeing the after-care and activity registers and managing ad-hoc bookings. Liaise with catering for additional snacks and communicating with parents along with recharges
- Supporting the community for events and Parents meeting preparations as required such as preparing name badges
- Be the first point of contact regarding recharges for all parts of the prep school
- Order, distribute and control general stationery stocks
- Provide clerical and administrative support to staff as requested

Note: The responsibilities named above are not an exhaustive list and 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.



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 | √ | |
| | Formal secretarial training | | √ |
| | 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 to use 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 | √ | |



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| 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 | √ | |
| | Sympathy with schools Christian ethos | √ | |
| | Awareness of the responsibilities of working in an environment with young people | √ | |
| | 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.