



School Information Coordinator & Exam Administrator

Job Description

Monkton is seeking to appoint for the start of the summer 2019 term or as soon as practical after a confident and motivated individual with a good eye for detail and with a flexible and organised approach to maintain an effective and accurate management information system and all the systems that feed from it and to support all dependent systems.

The post holder would work as part of an excellent team who are looking to use technology in creative and innovative ways to support all that happens at Monkton. This post would become an integral part of that team helping to ensure a good and accurate flow of information around the school. They would also be a crucial part of the examinations team to help ensure the smooth running of our internal and external exams.

This is a part time position based on 30 hours per week on a term time plus basis and includes pro rata paid holiday entitlement for 41.7 weeks per annum paid over 12 months. The actual salary offered is between £13,962 and £16,505 based on the support staff salary scale for the hours worked. Please see the terms and conditions below for more information.

Interested candidates are invited to complete and return the school application form and return it to recruitment@monkton.org.uk along with your letter of application highlighting your suitability for the role. For all enquiries please contact a member of the HR team on 01225 721149.

Please note 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.





Monkton Combe School Overview

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.

The Senior School (current pupil numbers are around 380) admits children from age 13 through to 18; the Prep School admits children from age 7 to 13 and the Pre-Prep has classes in Kindergarten (3 – 4), Reception (4 – 5) and Years 1 and 2 (5 – 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 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.

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



School Information Coordinator & Exam Administrator Job Description

- Post:** School Information Coordinator & Exam Administrator.
- Relationships:** The post holder will work closely with and report to the ICT Network Manager for the School Information element, and to the Exams Officer for the Exams Administrator element of the post.
- Fundamental Task:** To maintain an effective and accurate MIS and all the systems that feed from it and to support all dependent systems.

The main responsibilities and tasks of the role are as follows:

School Information Coordinator

- Take a lead role in planning, development, design, organisation and monitoring of MIS procedures and policies.
- Have a working knowledge of any relational school data systems including but not limited to Firefly, e-Reg, Google Classroom, Room booking system, SOCS, My School Portal used by Monkton.
- Work as part of the IT support team to ensure these systems are working and the data is accurate.
- Have responsibility for liaising with the MIS support desk.
- Ensure the MIS conforms to Data Protection requirements (in consultation with the Bursar) and is sufficiently secure (in consultation with the Network Manager), collating and maintaining up-to-date permissions and security profiles for managing each area of the MIS.
- Facilitate others' use of, data entry into, and amendments in the MIS including, but not limited to pupils' personal data, subject sets, assessment, examination records, HR data, alumni and admissions.
- Set up classes, reports and assessments (in consultation with the Deputy Heads Academic/Learning and Heads of Department) and produce staff and pupil timetables (in consultation with the timetablers).
- Perform termly updates before the beginning of each term.
- Perform the annual rollover including the processing of changes to new and current pupil timetables and information, tutors, calendar, cover, HR issues, and exams information.
- Contribute to the whole school discussions around the development of online data platforms used for reporting to parents and other associated users.
- Production of various census information.
- Lead the development of the use of ISAMs within Monkton.
- Prepare and deliver appropriate ISAMs training in house to appropriate cohorts of staff.



Exams Administrator (Senior School)

- Maintain user IDs for secure areas of Exam Board websites and link with MIS.
- Administration of Public Exams.
- Administration of Internal Exams including Coursework and Controlled Assessment.
- Collation of results in both Internal and External Exams.
- Provide other support to the Exams Officer as required.

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 the responsibility entailed.



School Information Coordinator & Exam Administrator Person Specification

		Essential	Desirable
Qualifications	GCSEs & A levels Degree-level qualification or equivalent	√	√
Experience	Experience in managing databases Experience in delivering training Experience in data security Significant experience and expertise in supporting and being a team member in a school setting	√ √ √	√
Knowledge And Understanding	Familiarity and confidence with ICT and experience of database management (e.g. ISAMS, MS Word, Excel, SQL and Access) Be aware of and comply with policies and procedures relating to safeguarding children, health and safety, security and confidentiality A good knowledge of the General Data Protection Act A good working knowledge of ISAMS	√ √ √	√
Skills	Excellent general IT Skills to support the data management of the school system. Good organisation skills Strong written and verbal communication skills	√ √ √	
Personal Attributes	An eye for detail & Good problem-solving skills Able to prioritise, work methodically and remain calm under pressure Flexible in approach, adaptable and open to new ideas Capable of independent thought and willing to accept responsibility Able to establish and maintain good working relationships with colleagues Intuitive, resourceful, discreet; possessing determination, drive, stamina and enthusiasm Willing to consult, seek advice when appropriate and learn from experience	√ √ √ √ √ √	



	<p>Genuine and demonstrable commitment to educational excellence and an empathy with the role of teachers</p> <p>Ability to deal with a large volume of data to a high level of accuracy, prioritise workload and meet strict deadlines</p> <p>Able to cope with periods of intense work, possible interruptions and conflicting demands from different stakeholders</p> <p>Sympathy with School's Christian ethos</p> <p>Ability to motivate, persuade, negotiate and influence others</p>	<p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p>
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School Information Coordinator & Exam Administrator Terms and Conditions

Salary	The salary will be paid between scale point 18, £13,962 and scale point 22, £16,505 per annum of the Support Staff Salary Scale for the working hours outlined below and depending on the skills, experience and qualifications at time of appointment. The School's Support Staff salaries will normally be reviewed annually in April.
Pension	Monkton provides access to a stakeholder pension scheme as required by law. The School will comply with its obligations under the Government's auto-enrolment scheme at the relevant time. You will be provided with details of the scheme and your right to opt out in due course.
Holiday	33 days including bank holidays (pro rata for part time/part year). When a bank holiday occurs during term time this will be considered as a normal working day and the normal rules regarding holiday will apply. Pro rata paid holiday entitlement is included within the salary confirmed above.
Sick Pay	Membership of the School's Support Staff Sickness Scheme.
Lunch	Provided while catering facilities are functioning.
Notice	This position is subject to a 6 month probation period during which one month's notice from either party applies. Following successful completion of the probation period three month's written notice applies.
Retirement	The normal retirement age for this employment is 65. However, the mechanics for compulsorily retiring employees have now been abolished so employees are required to provide notice in line with their contractual obligations, above, when they wish to retire.
Medical	All employees are subject to a medical report and to undergo a medical examination, if required.
Security	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

Monkton takes safeguarding very seriously. To this end, all appointments are made subject to satisfactory DBS clearance. The interview will include questions about safeguarding children. Monkton's Child Protection (Safeguarding) Policy includes the following information:

The framework provided is an ordered, purposeful, happy and caring community. Pupils are encouraged to develop moral discernment. High standards of behaviour are expected and young people are asked to treat others with courtesy and respect. The School sets out to create a secure basis for living in community and to achieve a balance between thoughtfulness towards others and freedom for the individual to develop his or her own personality. Good pastoral care is central to the life of the School, through the Principal/Heads, Houseparents, Tutors, the Chaplain, the Medical Centre Sister and other members of staff.

Specific Objectives

1. To foster pupils' educational development through all areas of the curriculum so that their self-esteem is raised, enabling them to acquire skills, attitudes and coping strategies which will help them to make reasoned decisions based upon sound judgement and valid information.
2. To provide a variety of opportunities for discussion with their peers and teachers in which the ground rules of confidentiality, tolerance and trust are observed.
3. To teach problem-solving techniques, assertiveness skills and respect for themselves and for other people. To encourage them to be responsible members of the school community, who will develop into caring adults with regard to their families and to society.
4. To maintain links with parents and representatives of outside agencies.
5. To view seriously any instances of bullying and to deal with them effectively.
6. To ensure that all members of the school staff understand Child Protection procedures and are alert to signs of potential or actual abuse in the categories of physical injury, neglect, emotional or sexual abuse.
7. To have in place effective reporting and action procedures, as required by the Children Act 1989 (Pupil > Member of Staff > Designated Teacher > Principal/Head > School Medical Officer (where appropriate) > Social Services). These are set out in more detail in the policy 'Child Abuse/Protection' in this section of the Staff Handbook.

The full Child Protection document can be found [here](#).

If you are unable to access the internet, please request a hard copy.



Equal Opportunities Policy, including EYFS

The Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the School to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the Policies is to encourage harmony and mutual respect between individuals in order to promote good working practices with a view to maximising performance.

If these Policies are not implemented, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful, this affects morale. The School aims to comply with all relevant UK and European legislation.

Monkton Combe School has been registered as a school with a religious character by the DfES. As such the School is able to advertise for and appoint teaching staff who have specific Evangelical Christian faith that is central to the ethos and tradition of the School. In specific circumstances this authority enables positive discrimination in favour of Evangelical Christians.

It is vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the School and wilful failure to apply the Policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include dismissal.

The Equal Opportunities Policy Statement

1. The School values the individual contribution of people irrespective of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin. The School is committed to ensuring that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This applies in particular but not only in relation to recruitment and selection, promotion, transfer and training opportunities, benefits, terms and conditions of employment, grievance and disciplinary procedures, termination of employment including redundancies, and conduct at work.
2. All employees should be treated equally with dignity and respect. The School will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin, pregnancy or maternity.
3. The School recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Equality Act and the Part Time Workers legislation.
4. The School is designated as a School with a religious character by the DfES. This may be taken into account when recruiting staff when appropriate to do so. Notwithstanding this, the School undertakes to review periodically its selection criteria and procedures to maintain a system where



individuals are selected, promoted and treated on the basis of their merits and abilities.

5. The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.
6. The School will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and will be subject to disciplinary procedures if found to be discriminatory. The School further seeks to give all employees equal opportunity and encouragement to progress within the School.
7. The School promotes tolerance of each other and respect for each other's position within the School community, and provides positive images and role models, whilst seeking to avoid prejudices and raise awareness of related issues.
8. If an existing employee becomes disabled the School will make every effort to retain him or her within the workforce whenever reasonable and practicable with reasonable adjustments to assist in overcoming or minimising the difficulties. This may need to be in conjunction with a medical advisor.
9. Whenever reasonably practicable to do so, the School will install in existing premises facilities for people with disabilities. Whenever the School invests capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and pupils with disabilities.
10. The School undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.
11. Any employee who believes that he or she may have been subjected to treatment which breaches this Policy may raise the matter through the grievance procedure.

Policy Statement on Harassment at Work

1. The School believes that the dignity of every person must be respected. Harassment of colleagues or pupils is unlawful and unacceptable and will be regarded as a disciplinary offence, which in serious cases, may be classed as gross misconduct, resulting in instant dismissal. The highest standards of conduct are required of everyone, regardless of seniority.
2. The School recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.
4. Examples of unacceptable conduct include:-
 - verbal abuse, or insulting behaviour



- sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
 - the display or circulation of sexually suggestive or racially abusive material
 - bullying, coercive, intimidating or threatening behaviour
 - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability or other protected characteristic
 - persistent teasing or constant unfounded criticism of the performance of work tasks
 - unsolicited or unwelcome sexual advances, including touching, staring or commenting
 - comments of a sexual nature about a person's appearance or dress
 - bribery or attempted bribery.
5. An allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously, then this will also be regarded as a disciplinary offence and in serious cases may be regarded as gross misconduct leading to instant dismissal.
6. All complaints of harassment should be made to the appropriate manager unless the complaint is regarding this person, in which case the complaint should be to that person's superior. Reference should be made to the Grievance procedure in the Personnel and Payroll Policies.

Statement to Prospective Parents

We do not discriminate in any way regarding entry and the School does not treat disabled or prospective pupils less favourably for any reason related to their disabilities than it treats those to whom that disability does not apply. We welcome pupils with physical disabilities provided that our site can cope with them. However, the Senior School in particular is situated on a steep hill and whilst every effort has been made to make it as accessible as possible for wheelchair users, there are some areas where this is not feasible due to the topography. The School will always consider reasonable adjustments to admission arrangements to ensure that disabled pupils or prospective pupils are not placed at a substantial disadvantage in comparison with non-disabled pupils. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. However, we advise parents of children with special education needs or physical disabilities to discuss their child's requirements with the Principal/Head before he or she sits the entrance exam so that we can ensure that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

See also Special Educational Needs policy for policy relating to pupils.