



Admissions Assistant Candidate Information Pack





The School

Monkton is already one of the country's best known smaller boarding schools and we 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 review was recently commissioned.



The Role

The Admissions Assistant will work with the Head of Admissions and the Admissions Team in all aspects of the admissions process from enquiry to enrolment. This role will work in partnership with members of the Senior Leadership Team on the administration and facilitation of the admissions journey for all prospective Monkton Prep School pupils.

Responsibilities:

To provide administrative support through each stage of the admissions journey:

Initial enquiry

- Respond to initial enquiries (by phone, email, online form) within 48 hours of initial contact.
- Create an iSAMS record and populate data fields with accurate information.
- Ensure families receive a warm introduction to Monkton and give reassurance, support and clarity on the admissions journey.
- Define what the next step/ action should be in partnership with the Head of Admissions.
- Prepare and mail key information to prospective parents, schools and agents.

Visiting the School

- Schedule visits with key stakeholders.
- Welcome prospective families on-site before taking them on a tour of the school.
- Share information for key events inc. open mornings. This includes mailing invitations and producing and maintaining attendance spreadsheets. Production and mailing of follow-up letters.
- Assist at key events, including setting up and manning registration desk/online visitor management. This includes Open Mornings, Stay & Play (a toddler group), as well as other events.

Registration

- Data input and maintaining details of prospective parents onto School's database and spreadsheets, through to 'entry list'.
- Liaising with the Bursary on all financial aspects of new pupils.

Testing and Taster days

- Facilitate the testing part of the admissions process for prospective pupils, including obtaining references.



- Coordinating Taster days or boarding tasters, both internally and with prospective families.

Offer and acceptance

- Preparing and mailing offer letters.
- Coordination and distribution of joining instructions for all new pupils
- Supporting key induction activities, including a 'Move-Up Morning' event.

Engagement and other activities

- Mailing of invitations to admissions events (such as Stay & Play) and recording of attendance.
- Assisting Marketing with Admissions-based content on the website.
- Occasional travel required within the UK.
- Support Head of Admissions with events (occasional weekend work required, with time off in lieu provided.)

International Students

- Supporting with international applications including corresponding with international agencies and supporting the Visa application process.



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	GCSE standard of English and Maths	√	
	UK Driving Licence		√

		Essential	Desirable
Knowledge & Understanding	Equal Opportunities, Health and Safety, SEND and Child Protection	√	

		Essential	Desirable
Skills	Excellent communication skills with the ability to communicate at all levels	√	
	ICT Literate	√	
	Ability to prioritise workload and consistently meet deadlines	√	
	Ability to exercise discretion and confidentiality	√	



		Essential	Desirable
Personal Attributes	Ability to work well within a team setting	√	
	A positive 'can-do' attitude	√	
	Demonstrate a keenness to learn and take direction	√	
	Ability to be flexible and adaptable	√	
	Excellent eye for detail	√	
	Excellent organisational skills with the ability to work alone without constant direction	√	
	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, 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 differences, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.