Admissions Assistant (Permanent)

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 Senior boys' boarding houses, three Senior girls' boarding houses and one Prep mixed boarding house, 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

20 hours per week, Monday to Friday term-time only, based at the Prep School

Permanent Contract

FTE starting salary of £30,000, actual salary £11,250

Start date: 25th August 2026

Application deadline: Wednesday 24 June 2026 at 17:00. Interviews: Monday 29 June 2026.

At Monkton Combe School, Admissions is not about paperwork; it's about people.

We are searching for a warm, confident, organised and proactive Admissions Assistant to join our friendly and ambitious team on a permanent basis. This is a role for someone who loves talking to people, building relationships and helping families make one of the most important decisions of their lives.

If you enjoy picking up the phone, following up leads, guiding families through a journey and making people feel genuinely valued, this could be the perfect role for you.

What this role is really about:

You will be the friendly first voice and reassuring constant for families exploring Monkton for Nursery through to Reception. From their first enquiry through to acceptance and joining, you will:

- build rapport with parents and pupils
- understand what families are looking for
- keep them warmly engaged
- and make sure no one ever feels forgotten

This is a sales-minded, relationship-driven role; more than an administrative position. You will be actively moving families through the admissions journey, following up after visits, answering questions, inviting them back and making sure Monkton is always front of mind. Attention to detail is vital, as is the ability to pivot when no two days are the same.

We're looking for someone who is:

- Naturally warm, friendly and confident on the phone
- Comfortable talking to people and genuinely enjoys this
- Organised, efficient and detail-focused
- Able to juggle multiple activities simultaneously
- Proactive: you don't wait to be chased, you do the contacting
- Motivated by helping people and getting results
- Calm, caring and professional with families

You might come from a background in sales, customer service, teaching, hospitality, recruitment, account management or client relations - what matters most is that you enjoy people, communication and follow-up.

You will:

Drive the admissions pipeline

- Follow up new enquiries quickly and warmly
- Keep families engaged with calls, emails and invitations
- Update records so the team always knows where each family is in their journey
- Close the loop when families decide not to proceed, and understand why

Create brilliant visit experiences

- Book and tailor-make school visits and taster sessions
- Welcome families on arrival and ensure they feel looked after
- Arrange meetings with staff and pupils
- Give tours of the school
- Follow up quickly afterwards to provide next steps and gather feedback

Guide families through applications

- Acknowledge registrations and explain the admissions journey
- Request reports and / or references
- Arrange entrance assessments

- Liaise with Learning Support, Safeguarding and senior staff where needed

Manage offers and acceptances

- Ensure data held in the applications database is accurately maintained and updated, including application status and any supporting notes
- Send and chase offers
- Send joining information and ensure all required documentation is in place
- Liaise with academic staff regarding pre-arrival preparations

Support key recruitment events

- Open Events, such as open mornings and Stay & Play
- Experience Days
- Bespoke family visits

All of this work is underpinned by accurate record-keeping, but the purpose is always the same: to give families a smooth, warm and confidence-building journey into Monkton.

If you love people, thrive on conversation, enjoy being organised and take pride in helping families feel truly cared for, we would love to hear from you.

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	✓	

		Essential	Desirable
Knowledge & Understanding	Awareness of Equal Opportunities, Health and Safety, SEND, Child Protection and the responsibilities of working in an environment with young people.	✓	
	Knowledge and / or experience of the independent schools sector		✓

		Essential	Desirable
Skills	Excellent communication skills with the ability to communicate at all levels	✓	
	IT literate	✓	
	Ability to prioritise workload and consistently meet deadlines	✓	
	Sales or relationship management experience		✓

		Essential	Desirable
Personal Attributes	Ability to work well within a team setting	✓	
	A positive 'can-do' attitude	✓	
	The ability to remain calm under pressure	✓	
	Demonstrate a keenness to learn and take direction	✓	
	Excellent eye for detail	✓	
	Excellent organisational skills with the ability to work alone without constant direction	✓	
	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.