



# Leadership Support Administrator

Required for September 2018

## Leadership Support Administrator

The advertisement is as follows;

*An exciting opportunity for an approachable, proactive, adaptable and highly efficient administrator to play a key role within the school administration team in direct support of an outstanding Senior Leadership Team of this leading co-educational preparatory school. The successful candidate will start as soon as they are available.*

**Applications will be considered upon receipt.**

The Leadership Support Administrator plays a key role in the smooth running of the school, giving close support to the Senior Leadership Team, and reports to the Operations Manager.

## Thomas's Clapham

### a. The School and its facilities

The school occupies a site on Broomwood Road between Wandsworth and Clapham Commons. It is housed in a Grade II listed building which was built between 1904 and 1908 as the site for Clapham County Girls' School. Thomas's Clapham opened as a school for boys and girls in 1993 aged 4–13. There are currently 650 pupils on roll. Philip Ward took up post as Headmaster in September 2012. Before that he was the Headmaster of Feltonfleet, in Cobham, for twelve years.

The facilities at Clapham include a superb Drama studio and fully equipped theatre space, and separate Art, Pottery and Design Technology centre, which was built in 2001, and an impressive building housing the Reception classes. Exciting new outdoor play and learning areas have been created, as well as *Mindfulness Place*, an enchanting garden dedicated to the school's commitment to teaching Mindfulness.

The Masterplan for a significant refurbishment of the existing teaching areas and the provision of a new space for STEAM teaching is well developed. The Year 1 and 2 classrooms were completely refurbished during the summer of 2016. The Year 3, 4 and 5 classrooms

underwent their own transformation during the summer of 2017 and the Science laboratories were refurbished in the summer of 2018. The recent and on-going investment in digital learning is significant and exciting.

Demand for places in the school is considerable, with most children arriving into the school in Reception. Around twenty girls and boys join the school in Year 7 from Thomas's Fulham. One class of children leave at 11+ for London day and boarding schools, the majority stay until Year 8. Approximately 80% leave for boarding schools at the end of Year 8.

#### **b. The Clapham Way**

The approach to teaching and learning (the Clapham Way) is exciting, progressive, and challenging. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach. Traditional and didactic teaching methods would feel alien at Thomas's Clapham, and standards and expectations are high. Continuous professional development is a strongly established culture within the school.

Academic standards are very high, but there is a strong and vibrant co-curricular programme with a strong emphasis on breadth. The school was recognised by Ofsted in the Lent Term of 2018 as Outstanding in each category.

#### **c. Inspiring every child, and the future**

*Inspiring every child*, the five year strategic development plan, was launched in September 2013. As well as its focus on development in a number of key areas, *Inspiring every child* promotes a values education based approach to inspiring learning, living and leading in every area of the school community.

One consequence of the strategic plan is that the PHSCE programme was replaced in September 2014 by a new whole school *Inspiring Living* course, focusing on well-being and healthy living. Another is that we are currently carrying out a complete review of our broad curriculum. Research and evidence based enquiry will help us to reshape and balance the curriculum to ensure a relevant C21 teaching and learning experience for every child in the future. We rolled out a revised curriculum in September 2016, characterised by enquiry based learning throughout the school, and the teaching of a character skills woven into every aspect of the curriculum which we call the 8C's. A commitment to teaching Growth Mindset has been very well received.

#### **The office and administrative support team**

The office and administrative support team is led by Mrs Viki Stanton, the Operations Manager. Viki is a member of the Senior Leadership Team. She leads the following team of colleagues;

- Headmaster's PA
- Registrar

- School Nurse
- Leadership Support Administrator
- Morning receptionist
- Afternoon receptionist
- Caretaker team (two colleagues)

## **Leadership Support Administrator**

### **1. Job definition**

- Job title: Leadership Support Administrator
- Responsible to: Operations Manager
- Normal hours of work:
  - Term time – Monday to Friday, 8.00am–5.00pm
  - Holiday working – Monday to Friday, 8.00am–4.00pm.
  - Some occasional evenings – eg Senior Schools' Fair, Carol Services, Celebration & Farewell etc)
- Holiday entitlement: A minimum of six weeks holiday, plus bank holidays. Holidays may not be taken during term. Administrative staff are given set holiday dates during the summer holidays, Easter and Christmas breaks. Administrative staff are required to work over half term but will normally have a scheduled two or three day break over the half term holiday period.
- Salary: Negotiable but within the range of £30–33K per annum.

### **2. Job specification**

#### **a. Accountable**

- To the Operations Manager

#### **b. Responsible**

- For fulfilling the responsibilities of the Leadership Support Administrator.

c. **Key areas of responsibility**

- To carry out general office and administrative duties as required by the Operations Manager to ensure the smooth running of the school.
- To provide general first aid as one of the office team in support of the School Nurse.
- To be the PA to each of the three Deputy Heads, managing their diaries and providing administrative support to ensure they can fulfil their roles effectively.
- To provide administrative support for the rest of the SLT as required.
- To work closely with the Operations Manager, providing support where possible, and absorbing tasks as required.
- To undertake and lead on specific, occasional project tasks in support of the Headmaster and the SLT as required.
- To provide administrative support to the Deputy Head (Academic) in her role spearheading planning and preparation for school inspections.
- To administer and co-ordinate the beginning and end of day school bus provision in liaison with the Deputy Head (Community and Welfare), and attend the weekly Transport Group meeting with the Deputy Head (Community and Welfare), the Director of Sport, the PE Subject Leader and Head of Boys Games, the Head of Girls Games, and the Transport Manager.
- To attend SLT meetings, record action minutes, and distribute as directed by the Headmaster.
- To provide the administrative support to enable the SLT to co-ordinate and lead events.
- To attend staff meetings on Wednesday mornings, record action minutes, and circulate as directed by the Operations Manager.
- To lead the administration and organisation of parent teacher meetings, in liaison with the Operations Manager, the Assistant Head (Head of Lower School), the Assistant Head (Head of Middle School), and the Deputy Head (Academic).
- To administer Performance Management staff files and paperwork, in liaison with the Senior Deputy Head, and in support of the performance management co-ordinators.

- To administer the CPD file and related records.
- To support the Operations Manager in gathering and verifying staff references and checks when new staff are appointed.
- To support the Deputy Head (Academic) and the Operations Manager with the administration of school reviews and reports.
- To maintain the staff register, in liaison with the Assistant Head (Curriculum and Innovation).
- To administer the biometric/fingerprint door entry system.
- To administer and maintain prep school exercise book stocks.
- To administer and co-ordinate arrangements for school photography.
- To support staff in the use of Twitter, in liaison with the Senior Deputy Head and the Digital Leader.
- To support the Assistant Head (*Inspiring Living*) in the administration of the School Magazine.
- To comply with Health and Safety requirements.
- To attend the following meetings – SLT, Staff, Inspection Planning Team, Transport Group, School Magazine Committee, the weekly Office Team meeting, regular meetings with the three Deputy Heads', and with other members of the SLT on a needs basis as required.

**d. Person specification**

- A team player with excellent organisational, and administrative skills.
- A strong communicator on and off paper, with first-class people skills.
- A clear commitment to working in a busy and enriching prep school environment where the children always come first.
- A flexible, proactive and creative manager able to prioritise tasks, and have the discretion and judgement necessary to properly support members of the SLT in their work.

- A willingness to enhance existing skills, and develop new ones, and to commit fully to the culture of professional development in support staff and school improvement.
- A proven ability to use IT, and different software systems.
- A sense of humour, adaptability, and a can do, will do attitude, and a willingness to “go the extra mile.”

## **Safeguarding and Child Protection**

We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.

The successful candidate will be expected to commit to the following;

Thomas’s London Day Schools 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 the Disclosure and Barring check.

## **Applications**

A brief letter of application, curriculum vitae, and a completed and signed application form, should be addressed to the Headmaster, Philip Ward, as soon as possible.

The Operations Manager would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School by phone (020 7326 9320) or by email – [vstanton@thomas-s.co.uk](mailto:vstanton@thomas-s.co.uk).

Details of the post and application forms are available on the Thomas’s London Day School web site [www.thomas-s.co.uk/Working-at-Clapham](http://www.thomas-s.co.uk/Working-at-Clapham) or you can email the Operations Manager, Mrs Viki Stanton – [vstanton@thomas-s.co.uk](mailto:vstanton@thomas-s.co.uk).

**Applications considered upon receipt.**

V Stanton  
September 2018

*This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy.*