



# Admin Team Member for Thomas's Putney Vale & Assistant to the Senior Leadership Team

To submit an application please send the completed application form, a copy of your cv and a covering letter to Angela McDonald, Director of Admissions for Thomas's London Day Schools  
[amcdonald@thomas-s.co.uk](mailto:amcdonald@thomas-s.co.uk)

[www.thomas-s.co.uk](http://www.thomas-s.co.uk)





# Ofsted Outstanding - March 2018

**“Leadership is truly inspirational. Leaders’ and governors’ visionary outlook creates a highly effective education for all its pupils.”**

Our website [www.thomas-s.co.uk](http://www.thomas-s.co.uk) contains detailed information about Thomas’s London Day Schools in general and Thomas’s Battersea in particular. It will give an insight to our values, ethos, facilities, curriculum and community.

## Application Details

Applications are invited from enthusiastic and dynamic candidates to join the Administration Team at our new senior school. The senior school has grown out of the existing prep school, Thomas’s Battersea, and offers a world class education from 11 to 18, which is forward thinking and outward looking, with values at its heart. The school opened this term and occupies part of the prep school site in Battersea High Street, as well as a former primary school at Thomas’s Putney Vale. In 2023 the senior school will move into new buildings in Battersea Square, formerly the home of the Royal Academy of Dance and pupils will spend time there as well as at Putney Vale.

The successful candidate will be friendly, confident and demonstrate excellent verbal and written communication skills. They will also have the ability to engage with a wide range of people and to work under pressure in a busy environment. The candidate must understand that confidentiality is vital and be ready to provide support for every Thomas’s family.

For further details go to the Thomas’s London Day Schools website: <https://www.thomas-s.co.uk/join-our-team/> or email:

**[amcdonald@thomas-s.co.uk](mailto:amcdonald@thomas-s.co.uk)**

To apply for this post please complete the school’s application form and forward it together with your CV to **[amcdonald@thomas-s.co.uk](mailto:amcdonald@thomas-s.co.uk)**

Applications will be considered on receipt so early application is advised.

Competitive salary and conditions are offered.

Closing date:

**Wednesday 8th December at 1230**

Interviews to be held:

**Week commencing Monday 13th December 2021**

Start date:

**Monday 10th January 2022**

*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.*





# Main Tasks

- Manage the School Office and fulfil the duties of Receptionist, including daily pupil registration.
- Manage parents, contractors and visitors to the site as well as deliveries
- Provide comprehensive administrative support for the Head and the Senior Leadership Team (a team of six people). Manage diaries and plan and facilitate meetings at the site and for staff members
- Provide First Aid to pupils and staff
- Organise events for parents, for pupils and for staff as directed by the Senior Leadership Team
- Liaise with the other schools in the TLDS group, the Catering and Transport Departments and with the HR and Accounts Departments in Hampshire and Thomas’s Foundation.
- The post will be based at Thomas’s Putney Vale (SW15 3EQ), the subsidiary building for the senior school.
- There will occasionally be a requirement to work at weekends which will be paid at overtime rates.

# Person Specification

**The chosen candidate will display the following qualities:**

- A high standard of written and spoken English and an ability to draft suitable letters and emails, write and proof-read documents.
- Excellent computer literacy and numeracy with skills in Microsoft Office applications, Google Docs, website applications and social media
  - Experience in management information systems is essential
  - A qualification or experience in delivering First Aid or willingness to undertake recognised training.
  - Previous employment in an educational environment would be a considerable advantage, as would experience with the iSAMS management information system
  - A good sense of humour, diplomatic, friendly and enthusiastic
  - An ability to thrive under pressure and work effectively and supportively as a member of a close-knit team, as well as enjoying good relationships with members of the wider Thomas’s community
  - A readiness to turn their hand to anything and an enthusiasm to be involved in the wider life of the school

**Hours of work:**

0800 to 1700 (fulltime). Members of our admin teams are expected to work some extra days at the beginning and end of each term, when pupils are not in school.

*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 safeguarding/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 Child Protection Policy Statement 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 Designated Safeguarding Lead or to the Head.*

# Our Values



**Kindness**



**Courtesy**



**Honesty**



**Respect**



**Perseverance**



**Independence**



**Confidence**



**Leadership**



**Humility**



**Givers,  
Not Takers**

## **KINDNESS**

We expect pupils at Thomas's to be kind; to be good friends to those around them, always on the lookout for those in need of a word of encouragement or a listening ear. We expect our pupils not just to tolerate but to celebrate difference including faith, beliefs and culture.

## **COURTESY**

We expect our pupils to be unfailingly courteous and polite; to have regard for the needs of others; to be responsible for the impact of their behaviour on those around them; to stand back, holding the door open, to allow adults through; to be particularly aware of the very young and the very old; not to 'hog the pavement' on school trips; to say "please" and "thank you" without prompting.

## **HONESTY**

We expect our pupils to be honest, to act with integrity at all times and to understand the rule of law.

## **RESPECT**

We encourage all members of the community to respect themselves, each other, their learning environment

and the wider community; to respect the right of others to hold differing beliefs or views and to develop an awareness of individual liberty.

## **PERSEVERANCE**

We would like our pupils to appreciate the importance of, and to show, perseverance; to acquire a 'growth mindset' by understanding that intelligence can be developed; to embrace challenges; to persist in the face of setbacks; to see effort as the path to mastery; to learn from criticism; to find lessons and inspiration in the success of others and, as a result, to reach ever-higher levels of achievement and a greater sense of free will.

## **INDEPENDENCE**

We would like our pupils to become independent learners; to be responsible, organised and to manage their books and belongings effectively; to work hard; to be conscientious about their homework. In the classroom, we would like them not only to make valid contributions, but also to be good listeners, who respect and encourage the efforts of their peers. We hope that, as a result  
OUR VALUES WHERE KINDNESS

COMES FIRST of their lessons at school, our pupils will begin to take responsibility for their own learning, reading around subjects that interest them, carrying out their own research and making full use of the many excellent resources available to them. As a result, we would like our pupils to gain a growing sense of enquiry and wonder about the world around them; about the vast body of knowledge and skills that has brought mankind to where we are today - and about how much there is still to learn.

## **CONFIDENCE**

We expect our pupils to acquire self-knowledge by encountering both success and failure in an environment of support and encouragement, both at school and at home. Consequently, they should feel 'comfortable in their own skin', full of self-confidence and able to make their own judgements. We would like our pupils to be the best version of themselves that they can be, not a second-hand version of someone else.

## **LEADERSHIP**

We aim to equip our pupils to lead by example; to be prepared to stand

out from the crowd; to be the first to respond to someone in need; to stand up for what they believe to be right; to risk making an unpopular decision, if they believe it to be for the greater good; to earn the trust and respect of others. We hope that our pupils will experience at an early age the opportunities and challenges of leadership.

## **HUMILITY**

Notwithstanding their confidence, our pupils are expected to retain a sense of humility; to be conscious of the advantages they enjoy and to be grateful for them. We hope that all our pupils will acquire a sense of the eternal and that this will inform their perspective of their place in the world.

## **GIVERS, NOT TAKERS**

Above all, we would like our pupils to be givers, not takers; to show generosity of spirit; to use their skills and talents first for the benefit of others. We hope that Thomas's pupils will leave their school with a strong sense of social responsibility, set on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.





# Be Kind Be Thomas's

