



**Thomas's**  
OUTDOORS DEPARTMENT

# Operations Coordinator

To submit an application please send the completed application form, a copy of your CV, the details of 2 referees to Lauran Dees, Residential Senior Lead

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

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



**“Adventurous experiences out-of-doors are perceived to kindle the enthusiasm of the young, to develop their concern for others, for their community and for the environment. Such experiences provide the means of self-discovery, self-expression and enjoyment which are at once both stimulating and fulfilling.**

**It thus emerges that, for young people and adults alike, outdoor adventure is perceived as a vehicle for building values and ideals, for developing creativity and enterprise, for enhancing a sense of citizenship, and for widening physical and spiritual horizons.”**

Lord Hunt of Llanfair Waterdine, KC, CBE, DSO

## Application Details

Applications are invited from organised, enthusiastic and approachable administrators. You will be a key part of coordinating the department’s scheduling, liaising between key stakeholders within the wider organisation and answering queries and questions on our programme. This is an exciting opportunity to work in a flourishing, innovative environment within a well supported and friendly team.

For further details go to the Thomas’s London Day Schools website: [www.thomas-s.co.uk/join-our-team/](http://www.thomas-s.co.uk/join-our-team/) or email: [wellice@thomas-s.co.uk](mailto:wellice@thomas-s.co.uk)

To submit an application please send the completed application form [Click Here](#) , a copy of your CV and details of 2 referees to Luran Dees, Residential Senior Lead [Idees@thomas-s.co.uk](mailto:Idees@thomas-s.co.uk)

Closing date:  
**9am, Monday 3rd April 2023**

Interview date:  
**Tuesday 11th April 2023**

Start date:  
**May 2023**

*Thomas’s London Day Schools 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 safeguarding checks, including an enhanced DBS check.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*The safeguarding responsibilities of the post are as per the job description and personal specification.*

*For details of the checks which will be undertaken as part of our recruitment process, please see our Recruitment Policy which can be found here [www.thomas-s.co.uk/policies/](http://www.thomas-s.co.uk/policies/) under the ‘Thomas’s Policy’ tab.*



## Who we are:

Our website <https://www.thomas-s.co.uk> contains detailed information about Thomas's London Day Schools in general, as well as an outline of Thomas's Outdoor Department (TOD).

TOD are based at Richardson Evans Memorial Playing Fields in Putney Vale, backing out onto Wimbledon Common. We also work across sites in London, Surrey, Kent, Norfolk and Sussex. Our main focus is the integral outdoor programs which are ingrained through all of the Thomas's Schools. These programs are an exciting, adventurous and progressive way to enhance children's learning in the great outdoors. They also include a residential program based at various beautiful locations across the UK. Children start their journey with us from as early as Nursery and continue until senior school at Year 11.

Another large element of Thomas's Outdoors is our 'Adventure' program which runs through the school holidays and is a cross-school initiative enabling students from each school to come away with us on trips both abroad and in the UK. Examples include a canoeing trip to Sweden, a yachting trip to Croatia and a number of UK based camps.

TOD is a professional and close knit team with a strong sense of community and a passion for challenge.

February 2023



*This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including 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 will have 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 and will be required to adhere to 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 Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.*

# Job Role for Operations Coordinator

## The Role:

- Supporting TOD with a variety of administrative duties, for example:
  - Scheduling of staff
  - Scheduling of the Outdoor Program across all schools
  - Keeping an overview of annual calendar for all of TOD
  - Oversight of an email inbox, answering queries from parents professionally, independently and in a timely manner
- Safeguard all pupils, in line with Keeping Children Safe in Education
- Support the aims and ethos of the school
- Act as a good role model in terms of professional appearance, conduct, punctuality and attendance
- Take responsibility for professional development and progression, making full use of opportunities and training provided by the school
- Attend team and staff meetings as appropriate, contributing actively whenever possible.
- Coordinating/collating documentation for camps/sessions in conjunction with staff.

# Person Specification for Operations Coordinator

## Essential:

- Experience of working with Microsoft Excel/Google Sheets
- Good computer literacy skills
- Would be able to be issued with a full and clear Enhanced DBS (or already hold one and be signed up to the Update Service)
- Works effectively as a member of a team
- Evidence of previous administrative experience
- Proven ability to organise and prioritise effectively
- An interest in working with children and young people
- Presentable, professional and approachable manner

## Desirable:

- Current First Aid qualification (minimum 8hr or above)
- Knowledge of Outdoor Education in a school setting
- Previous staff rota/scheduling experience
- Willingness to support instructors on sessions outside once a week

## Benefits:

### This role comes with a range of benefits including:

- A competitive pay structure, starting salary between £26,000 - £29,000 depending on skills and experience
- Regular working hours, usually 08:00-16:00 with flexible working arrangements available
- 30 days holiday plus bank holidays per annum (September-August)
- TOIL offered for time spent on residentials
- Friendly working environment within a supportive and exciting department
- Team staff training and a commitment to staff personal development
- Free on-site parking
- Uniform provided (Waterproof Jacket/Fleece and T-shirts)
- Packed lunch

## Application Details

- To apply for the post, please complete the schools application form and forward it with your CV to Lauran Dees [Idees@thomas-s.co.uk](mailto:Idees@thomas-s.co.uk)

# 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.



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**Be Kind  
Be Thomas's**

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