



Dear prospective applicant,

Thank you for your interest in the post of Office Manager at Thomson House School.

As Head Teacher, it is a privilege to lead this successful and happy school, where we are committed to fostering not only academic excellence but also the personal growth and well-being of every pupil.

Our values of kindness, curiosity and courage are at the heart of everything we do. These values not only guide our educational approach but also help shape our pupils into well-rounded individuals who are prepared to make a positive impact in the world.

**Courage:** We encourage our pupils to take on new challenges, face difficulties with resilience, and embrace opportunities with confidence.

**Curiosity:** We cultivate a love of learning by nurturing inquisitive minds and encouraging our pupils to explore the world around them with wonder and enthusiasm.

**Kindness:** We strive to create a community where respect, empathy and generosity are paramount, ensuring that every member of our school feels valued and supported.

Rated Outstanding, our school, located in Mortlake, in the London Borough of Richmond, is home to wonderful children who inspire us daily with their eagerness to learn and grow.

Our dedicated and talented staff are committed to nurturing each child's unique potential, fostering a love for learning and encouraging them to explore the world with confidence, critical thinking and compassion. We are incredibly proud of our close-knit community where parents, staff and pupils work together to create a supportive and inclusive environment, and we value the active involvement of our families and the broader community in the life of our school.

Thomson House School joined Wandle Learning Trust in April 2024, recognising in the Trust a similar drive for excellence in all that they do. A reflection of our joint sustained drive for improvement, Thomson House School provide staff with high-quality personalised training, as well as exciting career advancement opportunities as we grow and develop within our evolving Multi-Academy Trust.

In order to apply please complete the application form and submit a personal statement via [hr@thomsonhouseschool.org](mailto:hr@thomsonhouseschool.org) stating how you meet the person specification and how your previous experience has prepared you for this role, by midday on **Monday 20th January, 2025**. In order to apply please use the Quick Apply button on the TES website by **Monday 27th January, 2025**.

We warmly invite potential applicants to visit our school - to arrange a visit, please feel free to contact the school office.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jackie Sanders', written in a cursive style.

Jackie Sanders

Head Teacher