



## Thomas's Kensington

### Temporary Cover - PA to the Deputy Head and Lower School Office Support

#### Job Description

RESPONSIBLE TO: The Headmistress

DEPARTMENT: School Office, Thomas's Kensington, 39-41 Victoria Road, London

#### GENERAL DESCRIPTION OF DUTIES:

This person will work as part of the Kensington administrative team to ensure everything incidental and conducive to the efficient running of the office is carried out. He/she will liaise at all levels, both within and outside the organisation to ensure that Thomas's London Day Schools meets its obligations efficiently and in line with good practice.

#### SCHOOL SECRETARY DUTIES:

1. PA duties to the Deputy Head and to provide secretarial support to other members of the Senior Leadership Team, as required
2. First aid duties, including administration of first aid as required; completing relevant paperwork (including RIDDOR forms); and control of all stock requirements
3. Assisting with general reception duties and office administration tasks including post, filing, final assembly preparation, petty cash, stationery ordering and any other tasks that may arise
4. Work alongside the other 4 administrative staff to ensure the offices function efficiently and the needs of parents, teachers and children are met
5. Assisting with school functions as required e.g. Sports Day, Carol Service and Prize Giving
6. Text and email parents via CHQ.
7. Any other duties as required by the Head, Senior Leadership Team or Registrar.

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken to provide administration support to a first class preparatory school should also be undertaken whether or not included in the above.

*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 Safeguarding Officer.*

