Thomas's

Data and Systems Assistant

Applications will be considered upon receipt so early application is encouraged



Vision

PART OF THOMAS'S LONDON DAY SCHOOLS

We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of three and eighteen. Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

OUR VISION

Our vision is that every Thomas's pupil flourishes as a compassionate contributor to society and a courageous shaper of the future.

To realise this vision, we:

- Champion kindness, community and childhood
- Provide a breadth of experiences that develop lifelong passions
- Equip young people with self-knowledge, inner strength and intellectual curiosity

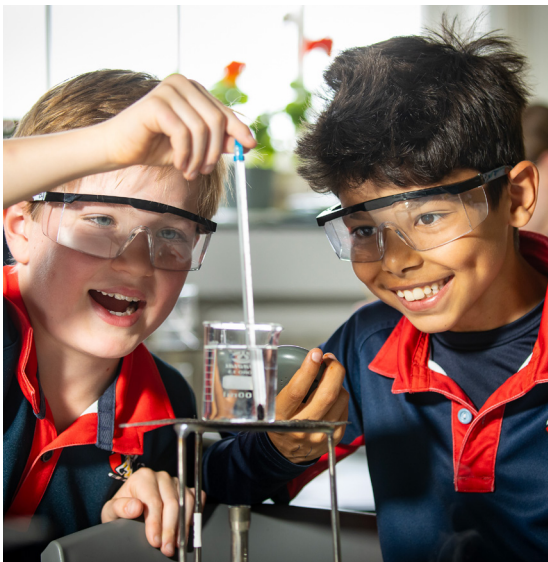
Together, these commitments create the Thomas's culture of joyful excellence, in which our pupils achieve outstanding academic outcomes and build the confidence, character and adaptability to succeed in the world.

The Heads and Principals
Thomas's London Day Schools









The Role

OVERVIEW

Provide accurate and reliable data and administrative support to the Head of Data and Information Systems, Data Manager, and Systems Manager and Data Support. The role supports pupil records, school systems and routine reporting across five schools, helping colleagues use information confidently in their day-to-day work.

This is a junior role with opportunities to develop practical data skills and learn school systems. The postholder completes agreed tasks, checks their work carefully and seeks guidance when a request falls outside agreed procedures or their level of authority.

WORKING RELATIONSHIPS AND ACCOUNTABILITY

Report directly to the Head of Data and Information Systems, who allocates work and sets priorities across the Data and Systems Team. Support the Data Manager and Systems Manager and Data Support on tasks allocated by the Head of Data and Information Systems. Seek their technical guidance as appropriate, referring competing priorities to the Head of Data and Information Systems.

Collaborate closely with Admissions & Engagement team across all sites, while supporting core data privacy and protection processes.Work with school leaders, teachers, SEN coordinators and administrative teams. Liaise with parents and other stakeholders where authorised and appropriate.

KEY RESPONSIBILITIES

Pupil data and records

- Enter, update and maintain pupil records and other agreed operational data across the five schools, using approved systems and procedures.
- Check records for missing, inconsistent or duplicate information. Investigate routine discrepancies and refer unresolved issues to the relevant team member.
- Carry out scheduled data checks and support audits, keeping an appropriate record of corrections and outstanding actions.

Data processing and reporting

- Process, sort, filter and validate data using Excel, Google Sheets and approved school systems.
- Prepare routine reports, formatted tables and clear charts from agreed templates, checking accuracy and completeness before review or distribution.
- Assist with basic analysis of admissions pipelines, trends and forecasts under guidance from senior colleagues.
- Support data preparation and checking for timetabling, class allocations and other agreed school processes.



KEY RESPONSIBILITIES

Systems and administrative support

- Learn and follow the approved processes for school management systems, including iSAMS and other platforms assigned to the role.
- Respond to routine data and system queries, explain processes clearly to non-technical colleagues and escalate issues that require specialist support.
- Maintain clear task records and process notes, and help keep shared guidance and reporting templates up to date.
- Organise assigned work to meet agreed deadlines, raise competing priorities promptly and keep colleagues informed of progress.

Confidentiality and information security

- Handle pupil, parent and staff information with care, following data protection requirements and Thomas's confidentiality, retention and information security procedures.
- Access and share information only for authorised purposes, through approved systems and with the appropriate recipients.
- Report suspected data breaches, inappropriate access, data loss or other concerns promptly through the agreed reporting route.

Safeguarding and professional conduct

- Contribute to safeguarding and promoting the welfare of children. Follow school safeguarding procedures and report concerns promptly to the appropriate safeguarding lead.
- Complete required safeguarding and other relevant training, maintain professional boundaries and treat pupils, parents and colleagues with dignity and respect.
- Follow health and safety procedures and undertake other reasonable duties consistent with the level and purpose of the role.

Decision making and escalation

- Complete routine tasks within agreed procedures and permissions.
- Obtain approval before changing system settings, access permissions, data structures or established processes, or making non-routine disclosures of information.
- Escalate significant errors, uncertainty and deadline risks; the relevant senior colleague retains responsibility for decisions and sign-off.
- Follow established Standard Operating Procedures while assisting with the creation and refinement of documentation across all team functions



Person Specification

EXPERIENCE AND SKILLS

- Confident use of Excel or Google Sheets for basic formulas, sorting, filtering and checking data, with a willingness to develop further skills.
- Evidence of accurate data entry, checking and basic analysis, gained through employment, education, training or another relevant setting.
- Good written English and numeracy, with the ability to organise routine administrative work, follow instructions and meet agreed deadlines.
- Careful attention to detail and a methodical approach to finding and correcting errors.
- Awareness of confidentiality and data protection, and sound judgment about when to seek guidance before accessing or sharing information.
- Clear written and verbal communication skills, including the ability to explain straightforward processes to non-technical colleagues.
- Ability to work collaboratively and complete agreed tasks independently once trained, while recognising when support is needed.
- Willingness to learn new systems, respond constructively to feedback and take responsibility for the quality of their work.
- Commitment to safeguarding children and maintaining appropriate professional conduct.

Desirable

- Experience of data administration or support in a school or other educational setting.
- Familiarity with iSAMS or other school platforms, such as OpenApply or My School Portal.
- Experience using databases, customer relationship management systems or pupil information systems.
- Experience producing charts and formatted reports, using lookup formulas, pivot tables or data validation.
- A relevant qualification or training in data, IT, business administration or a related subject, or equivalent practical learning.

Development and performance expectations

- Training will support the postholder in learning the school systems and agreed processes. Objectives will be agreed with the line manager and reviewed regularly. Performance will focus on accurate records, timely completion of tasks, clear communication, appropriate handling of confidential information and progress towards working independently on routine tasks.

Thomas's is committed to equal treatment of current and prospective employees and to a diverse and inclusive workplace. Applications are encouraged from suitably qualified people from a wide range of backgrounds.



ADDITIONAL PERSONAL ATTRIBUTES

Personal qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustrations
- Ability to exercise self-care and prioritise wellbeing
- Enthusiasm, positivity, a readiness to believe in and work towards the best
- Supportive, generous and sympathetic attitude
- Constructive and imaginative approach to problems
- Readiness to learn, share ideas and listen
- Willingness to adapt and change and demonstrate the growth mindset we encourage in students
- Motivated by high standards: taking satisfaction in doing things really well
- A sense of school spirit and recognition that positive and cheerful capability in the face of challenge is at the heart of strong communities
- Recognising the importance of work as a source of meaningful satisfaction and fun

Safeguarding and young people's interests

- A commitment to the highest standards of safeguarding in all aspects of practice
- Genuine interest in children and young people
- Genuine interest in pastoral issues and wellbeing
- Commitment to responding to and supporting each student as an individual

VALUES



KINDNESS



COURTESY



COMPASSION



SCHOLARSHIP



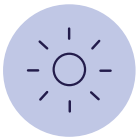
PERSEVERANCE



INTEGRITY



RESPECT



CONFIDENCE



LEADERSHIP



GIVERS,
NOT TAKERS

Terms and Benefits

- **Competitive Salary:** £31,000 to £35,000 depending on qualifications, experience and skills
- **Benefits Package:**
  - Continuous Professional Development opportunities
  - Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
  - Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary.
  - Death in Service Benefit
  - Free school meals during term time when attending school sites
- **Contract:** Permanent, full-time, year-round, Monday to Friday from 08:00 to 17:00
- **Expected Start:** To be mutually agreed
- **Location:** 7 Calico House West, Plantation Wharf, York Road, SW11 3TN, with ocassional visits to our schools as required

The role will be subject to the successful completion of the required employment checks, including an enhanced DBS and reference. Full details of all checks that will be carried out are detailed in our recruitment policy.



Key Dates

Applications are invited from experienced, dynamic and enthusiastic individuals excited by the scope of this opportunity. For further details visit the Thomas's London Day Schools website: **thomas-s.co.uk/join-our-team** or email **hr@thomas-s.co.uk**

To apply for this post please go to **thomas-s.co.uk/join-our-team**. Should you wish to send a covering letter or supporting statement following your application, please forward it to **hr@thomas-s.co.uk**

Please note that referees will be contacted prior to the interview.

SAFEGUARDING

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures.

All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here **www.thomas-s.co.uk/policies/** *under the 'Thomas's Policy' tab.*

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.







BE KIND
BE YOU
BELONG

BE THOMAS'S

THOMAS'S LONDON DAY SCHOOLS

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