



Thomas's

Group Estates Administration Coordinator

For further details please go to the Thomas's London Day Schools website: thomas-s.co.uk/join-our-team or email hr@thomas-s.co.uk

thomas-s.co.uk



Application Details

This is an exciting opportunity to join and support the set-up of newly established Estates team at Thomas's College while working within a dynamic and supportive group of schools.

The Estates Coordinator plays a vital role in supporting the effective operation of the Estates and Operations functions across the group. This role provides high-quality administrative and coordination support to the Director of Estates and wider department, acting as the primary point of contact for estates-related queries.

A key part of the role involves managing the reactive helpdesk system and maintaining and tracking the group Compliance tool STATLOG. The EAC will ensure that maintenance requests from staff across all sites are logged, tracked, and resolved efficiently. The postholder will work closely with the Estates team to ensure that administrative processes related to maintenance, health and safety, external lettings, and compliance are completed accurately and on time, in line with statutory and internal requirements.

The Recruitment Pack should be read alongside the information available on our website.

Applications will be considered upon receipt and interviews will be arranged as soon as mutually convenient.

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

Hours:
40 hours per week

Salary:
Up to £28,000 depending on experience and skill

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We will review applications as they are submitted and interview suitable candidates on a rolling basis. We reserve the right to withdraw these positions if early appointments are made, therefore early applications are encouraged.

Start date:
September 2025

Benefits

- 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.
- Death in Service Benefit

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.

Thomas's London Day Schools

Welcome

A family-run group

Welcome to 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 two 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'.

Aims

We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

Vision

Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

Values

We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals
Thomas's London Day Schools*

The Role

Group Estates Administration Coordinator

Accountable:

College Director of Estates

Duties and Responsibilities

Operations Administration

- Act as the frontline contact for the Estates and Operations departments, managing requests via the helpdesk system and ensuring timely response and escalation to relevant teams.
- Provide day-to-day administrative support to the Director of Estates, including: Scheduling meetings, Taking meeting minutes and tracking action items., Preparing reports and papers for internal and external use, Maintaining electronic and physical filing systems.
- Liaise with school staff, suppliers, and contractors to support smooth operational delivery.
- Meet and greet contractors and escort unvetted personnel around school sites when required.
- Order and track materials and equipment; coordinate deliveries and invoice processing.
- Manage the departmental invoice process using electronic systems, including maintaining accurate records.
- Input and update compliance data into group systems such as Stat Log, ensuring up-to-date, accurate reporting across all schools.
- Administer timesheets for the Operations team, calculate overtime, and maintain workforce records.
- Manage departmental stock and ensure appropriate inventory control.
- Coordinate utilities processes, including meter readings and bill validation.
- Ensure planned maintenance tasks are completed in line with the master Planned Preventative Maintenance (PPM) Schedule.
- Coordinate and maintain central health and safety records for all school sites.
- Conduct health and safety inductions for staff and contractors as required.
- Update and maintain risk assessments for operational functions and support the implementation of control measures.
- Assist the Group Health and Safety Lead and Nominated Health and Safety Governor with compliance matters, reporting, and evidence collation across the group of schools.

Health and Safety

- Act as the main contact for contractors on matters of health and safety and site access.
- Support the College Director of Estates, Group FM and Prep Estates Manager in ensuring all compliance documentation is up to date, including statutory testing, inspections, and certifications Throug the group STATLOG compliance system

External Lettings and Venue Hire

- Coordinate external lettings across the college, acting as the administrative lead for all external hire enquiries.
- Respond to and manage booking enquiries from third parties, ensuring a professional and customer-focused service.
- Prepare and issue lettings agreements in line with group policies and terms of use.
- Liaise with academic and site teams to ensure spaces are prepared for external events and hires.
- Maintain accurate records of lettings, usage schedules, and client correspondence.
- Ensure lettings activities align with safeguarding, health and safety, and insurance requirements.

General Duties

- Provide flexible support and undertake reasonable additional tasks as directed by the College Director of Estates or a Group Facilities Manager .
- Ensure a professional, helpful, and solutions-focused approach in all communications.
- Uphold the group's Safeguarding and Child Protection policies and Code of Conduct.
- Undertake all mandatory training and contribute to a culture of safety and vigilance in relation to the wellbeing of pupils.

Working Relationships

- Reports to: College Director of Estates
- Works closely with: Maintenance team, college staff, group operations managers and staff, central group administration, and external contractors/hirers.
- Required to collaborate effectively with colleagues across multiple school sites.

Essential Skills and Qualifications

- Strong administrative and organisational skills with proven experience in estates, facilities, or operations support.
- IOSH Managing Safely or equivalent health and safety qualification.
- Working knowledge of estates management or technical operations in a school or similar environment.
- Excellent communication and customer service skills.
- Experience with facilities or compliance platforms (e.g., Stat Log or similar systems).
- Proactive and able to work independently with minimal supervision.
- Willingness to support on-site operations.
- Ability to manage competing priorities in a busy, multi-site environment.
- Practical and solutions-driven, with a positive and professional attitude.
- Experience of streamlining or improving administrative processes.





**Be Kind
Be Thomas's**