



Thomas's
KENSINGTON

School Secretary

To submit an application please send the completed application form, a copy of your CV, the details of 2 referees and a covering letter to

Mrs Cathy Carter, Head's PA
kenregistrar@thomas-s.co.uk

www.thomas-s.co.uk



Ofsted Outstanding - February 2020

'Education in Technicolour' Tatler

'A stimulating, creative but also nurturing school in a very fashionable corner of London'
Good Schools Guide 2021

Our website www.thomas-s.co.uk contains detailed information about Thomas's London Day Schools in general and Thomas's Kensington in particular. It will give an insight to our values, ethos, facilities, curriculum and community.

Application Details

We are looking to appoint a qualified person to help run our busy School office. The post holder will be responsible for assisting in the day to day running of the School office.

This is a full time post with the advantage of being term time only. We are ideally looking for someone who is able to work from 9.00am to 6.30pm Monday to Thursday and 8.00 to 3.00pm on Fridays. Hours could be flexible for the successful candidate – to be discussed at interview

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

For further details go to the Thomas's London Day Schools website: www.thomas-s.co.uk/ Working-at-Kensington or e-mail kenregistrar@thomas-s.co.uk

To apply for this post please complete the school's application form and forward it together with your CV to kenregistrar@thomas-s.co.uk

Applications considered on receipt.

Closing date:
Friday 3rd December 2021

Start date:
As soon as possible or January 2022

We 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 an enhanced DBS check



Job Description and Person Specification for School Secretary

Responsible to: Headmistress

Department: Thomas's Kensington

Thomas's Kensington

Welcome to Thomas's Kensington, one of four family run schools, established by David and Joanna Thomas 50 years ago. We provide a happy, dynamic and vibrant school with a very full range of academic, dramatic, sporting and creative opportunities and a variety of extracurricular clubs, which complement the curriculum ensuring each child is challenged and achieves his or her potential.

The teaching at Thomas's Kensington is inspiring and imaginative enabling our pupils to achieve excellent academic results – the ideal preparation for their move to a range of superb secondary schools. Pupils of different abilities are challenged and supported throughout their journey at Thomas's Kensington and we pride ourselves on ensuring that each child is treated as an individual.

The approach to teaching and learning is exciting, progressive, and challenging. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, and standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach. INSET and courses are a strongly established culture within the school. Academic standards are very high, but there is a strong and vibrant co-curricular programme with a strong emphasis on breadth.

It is our prime concern that children at Thomas's are happy. We provide for their education by giving each child dignity and self-esteem through a sense of achievement, be it academic, artistic, or sporting. The central belief is that all this and more can be achieved if we can be kind to one another.

The school was recognised by Ofsted in 2020, 2017, 2011 and 2008 as Outstanding in each category.

Demand for places in the school is considerable, with most children arriving into the school in Reception.

Children leave at 11+ for London day and boarding schools and some move to Thomas's Battersea for Years 7 & 8 and above.

Thomas's London Day Schools Thomas's London Day Schools educates over 2000 children at four schools – Thomas's Battersea, Thomas's Clapham, Thomas's Fulham, and Thomas's Kensington, and in our kindergarten at Battersea and Senior school at Thomas's Battersea Square.

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 safeguarding/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 Child Protection Policy Statement 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 or to the Head.

General Description of duties:

The School Secretary 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.

Duties:

- Answering telephone and taking and delivering messages as required. Greeting, assisting and tracking visitors.
- Dealing with queries from, and providing information to, staff, parents and other interested parties, as required.
- Covid 19 and Medical Support for the Medical Lead
- Administer First Aid to pupils or staff as required
- Ensuring appropriate First Aid supplies are ordered and fully stocked
- Maintaining the accident forms and ensuring that they are signed by the person administering the pupil, the form teacher and then the parent/guardian. Also proper and full completion of the hospital trips form. RIDDOR
- Assisting with Lost Property as required.
- Opening, date stamping and distributing incoming post. Dealing with return parcels and special delivery post, visiting the Post Office as necessary.
- Assisting with staff typing as required.
- Producing programmes for events, productions, Church services etc.
- Assisting with school functions as required.
- Book taxis for staff as required.
- Text and email parents via CHQ.
- Ordering stock/office stationery for Prep School.
- Collating staff register and absence slips and submitting them to the Accounts office at Ringwood each week.
- Maintain the staff records for CPD and training log administration

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.

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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.



**Be Kind
Be Thomas's**