

PA to SLT and Medical Lead

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 Kelly Miller, Head, at
kenjoinourteam@thomas-s.co.uk

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 an experienced PA to SLT and Medical Lead at Thomas's Kensington. The post holder will be expected to take on secretarial office duties to ensure the smooth running of the school office, and a first aid qualification would be advantageous. Medical first aid training will be available.

Thomas's Kensington is located in a beautiful leafy area in Kensington, on a split site in Cottessmore Gardens and Victoria Road. In September 2025, we will be moving to a new site, located a mere two minutes away from our current location. This building will be a state-of-the-art school with exceptional facilities. We offer our employees fantastic benefits, including pilates classes, daily lunch (term time) and a Friday cooked breakfast (term time).

Hours of Work: Monday to Friday 7.30am - 4.30pm (8.00am to 4.00pm during school holidays). School holidays are covered by the admin team on a pro rata basis. Some occasional evenings as required by the Head (e.g. Parents' Evenings).

Holiday entitlement: 6 weeks holiday per year, plus Bank Holidays. NB Holidays may not be taken during term time.

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

A brief letter of application, curriculum vitae and a completed and signed application form with two referees, [Click Here](#) should be addressed to Mrs Kelly Miller, Head, as soon as possible at kenjoinourteam@thomas-s.co.uk

Salary Range: £30k - £34k dependent upon experience.

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

Closing date:
22nd April, 2024

Interview date:
Week commencing 29th April, 2024

Start date:
September 2024

Thomas's London Day Schools 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 safeguarding checks, including an enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

The safeguarding responsibilities of the post are as per the job description and personal specification.

For details of the checks which will be undertaken as part of our recruitment process, please see our Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

PA to SLT and Medical Lead

Welcome to Thomas's Kensington

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 Thomas's Kindergarten in Battersea.

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, whether academic, artistic or sporting. The central belief is that all this and more can be achieved if we can **be kind** to one another.

In these preparatory years, we offer a broad and creative curriculum covering a wide range of subjects and skills so that by the time they leave us, our pupils will have begun to identify individual areas of talent. In a positive and stimulating environment, we ensure that each child achieves the best academic results of which each child is capable.

Thomas's Kensington

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. Traditional and didactic teaching methods would feel alien at Thomas's. INSET and courses are a strongly established culture within the school. Academic standards are very high, and there is a strong and vibrant co-curricular programme emphasising breadth. The school was recognised by Ofsted in 2008, 2011, 2017 and 2020 as 'outstanding' in each category. We have since moved to ISI and await our next inspection.

Demand for places in the school is considerable, with most children arriving at the school in Reception. Children leave at 11+ for London day and boarding schools or move to Thomas's Battersea.



This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including 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 will have 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 and will be required to adhere to 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 Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.

The Role

PA to SLT and Medical Lead

Responsible to:

Headteacher

Department:

Administration Team, Thomas's Kensington

GENERAL DESCRIPTION OF DUTIES:

This role works as part of the Kensington administrative team to ensure everything incidental and conducive to the efficient running of the school is carried out. The role holder 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:

PA duties to SLT

- Supporting School events in relation to coordination and set up and attendance where required, e.g. Parents Evening, Curriculum Eve, etc.
- General PA duties to support the Deputy Head
- Provide weekly Pupil Attendance Reports to the leadership team
- Arranging visits to nurseries and kindergartens
- Input assessment data as required
- Preparing pupil references in liaison with the leadership team
- Send school staff absences to Head Office and add to the system
- Manage calendar in relation to events organised by the Deputy Head
- Update staff training log and associated training files

Medical Lead

- Be Lead First Aider with responsibility for responding to, managing and treating injuries, illness, and minor ailments suffered by children whilst at school
- Notify the Head of any health-related matter or concern
- Working closely with the Health and Safety Officer as required
- Send health-related correspondence to parents
- Administer medicines according to procedures
- Liaise with outside agencies where appropriate (organise annual pupil flu vaccination with district nurses)
- Order first aid supplies, maintain all first aid equipment throughout the school sites, and stock first aid kits
- Create and maintain confidential pupil records, dietary records, and register of requirements, and advise staff of pupils with chronic medical conditions
- Update class medical bags with pupil medical records, medicines and emergency contacts.
- Liaise and update the catering team on pupils with allergies
- Accident reporting and filing – in relation to minor accidents and RIDDORs
- Lead the first aid provision for school events, sports days etc.
- Be responsible for allocated budgets
- Maintain staff training logs
- Train staff on the processes and procedures for managing medicines within the school

Office Secretarial Responsibilities

- Answering telephone and taking and delivering messages as required
- Checking and printing morning and afternoon registers - calling absentees' parents
- Greeting, assisting and tracking visitors following safeguarding procedures
- Dealing with queries and providing information to staff, parents and other interested parties, as required
- Work alongside the other administrative staff to ensure the offices function efficiently and the needs of parents, teachers and children are met
- Text and email parents via CHQ and TomComs (training provided)
- Book taxis for staff and visitors as required
- Order stationery as required.
- Manage Petty Cash
- Order tickets for year group performances and act as usher on the day
- Help organise and set up Final Assembly each term - collate star and merit total, fill spreadsheet and winners labels
- Input staff absences into iSAMs
- Updating the fire evacuation bag with relevant information and pupil and staff emergency contacts

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.



Person Specification

Qualifications

- Current paediatric first aid certificate or higher equivalent (desirable)
First Aid medical training will be provided.

Skills

- Excellent organisational, administrative and technology skills
- Competent first aid skills and the ability to teach others

Experience

- Previous experience working in a school environment

Personal Qualities

- Commitment to safeguarding pupils
- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality where required
- Positive rapport with pupils and parents
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences

Attitudes

- Organised, energetic and able to self-direct
- Positive and enthusiastic
- Ability to think creatively and imaginatively
- Ambitious and aspirational
- Kind and courteous, in line with Thomas's ethos

Essential

- Be IT literate (Microsoft Word, Excel, PowerPoint, and Google Suite)
- Enjoy working in a thriving, busy atmosphere
- Enjoy working with children from age 4+
- Be highly organised with an eye for detail and an ability to prioritise work as required
- Strong interpersonal skills

Desirable

- Familiarity with iSAMs or other school management software



Our Values



Kindness

Kindness

We expect pupils at Thomas's to be kind; to be good friends to those around them, always on the lookout for and ready to support those in need of a word of encouragement or a listening ear.



Courtesy

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

Honesty

We expect our pupils to be honest, to act with integrity at all times and to understand and uphold the rule of law.

Respect

We encourage all members of the community to respect themselves, each other, their learning environment and the wider community. We expect our pupils not just to tolerate but to celebrate difference, to respect the right of others to hold differing beliefs or views and to develop an awareness of individual liberty. As our pupils become old enough to



Respect

understand the characteristics protected by law, we look to them to challenge discrimination in all its forms and to foster healthy, positive relationships grounded in mutual respect.

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.



Perseverance

Independence

We would like our pupils to become independent learners; to work hard; to be responsible, organised and to manage their belongings effectively. 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 of their lessons at school, our pupils will begin to take responsibility for their personal learning, reading around subjects that interest them, carrying out their own research and making full use of the many excellent resources available to them.



Independence

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 be 'comfortable in their own skin', full of self-confidence, yet always free of arrogance, and able to make sound judgements. We would like our pupils to become their best selves, not a second-hand version of someone else.



Confidence

Leadership

We aim to equip our pupils to lead by example and to recognise service as a powerful form of leadership; 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 challenge what they know to be wrong; 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.



Leadership



Humility

Humility

Notwithstanding their confidence, our pupils are expected to retain a sense of humility; to be without arrogance; to be conscious of the advantages they enjoy and to show gratitude for them by putting them to best use by helping others. 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 our students 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.



**Givers,
Not Takers**



**Be Kind
Be Thomas's**