



Thomas's
COLLEGE

Admissions Assistant

To submit an application please send the completed application form, a copy of your CV and a covering letter to Sonya Flaherty
sflaherty@thomas-s.co.uk

thomas-s.co.uk



Admissions Assistant

£30,861 (FTE £35,000)

Application Details

To apply for this post please complete the school's application form [Click Here](#) and forward it together with your CV to sflaherty@thomas-s.co.uk

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

Closing date:
12pm, Friday 19th April

Interviews:
W/C 22nd April

Start date:
To be agreed

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 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.

Welcome to Thomas's College

Thomas's College is a new co-educational day and boarding secondary School that will open in September 2025. The acquisition of the exceptional 5-acre site in Richmond provides outstanding new premises for the School, which will offer a world-class education to students aged 11 to 18. Thomas's College will open for Years 7 to 12, building to a capacity of 630 pupils up to Year 13. Our existing secondary school, Thomas's Putney Vale, currently educates 13 to 16 year-olds. The new acquisition, to which pupils and staff at Thomas's Putney Vale will transfer, will enable the provision of full secondary education from Years 7 to 13 (ages 11 to 18) on one unique and historic site, in a location that is unparalleled for a London school.

Thomas's London Day Schools was established more than fifty years ago and developed into a group of four prep schools and a kindergarten, which educate more than 2,000 boys and girls aged 2 to 13. The founding vision of the schools embraced a broad curriculum and a strong set of values, with kindness at the core. This vision and ethos will be central to Thomas's College and the ambition to deliver educational excellence at every stage of a Thomas's education.

With the announcement of the Founding Master for Thomas's College, Will le Fleming and the admissions cycle at multiple entry points now underway we are seeking a Senior Registrar to join the growing Admissions & Marketing team at Thomas's College.

Kindness, courtesy, honesty, respect, perseverance, independence, confidence, leadership, humility and being givers and not takers are Thomas's core values. If you share our collective enthusiasm and core values, are entrepreneurial and with a proven track record within an administrative or admissions context, we hope to meet you.



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.

Admissions Assistant

As our Admissions Assistant, you will take an active operational role in supporting the work of the College's Admissions and Marketing Department, joining at an exciting time as we head towards the launch of Thomas's College in September 2025.

This newly created role presents an exciting opportunity for a hands-on administration professional to be part of the future vision of Thomas's London Day Schools within a growing team. The Admissions Assistant will support the team with all aspects of recruitment, assessment and retention, delivering exemplary customer service and working closely with the Senior Registrar.

I do hope you will join me on this exciting journey.

Laura Cottrell,
Director of Admissions & Marketing,
Thomas's College

About the Admissions Assistant Role

Working under the direction of the Senior Registrar and Director of Admissions and Marketing across all aspects of the College's admissions process. The admissions Assistant will be responsible for ensuring the smooth running and successful completion of the admissions process, from initial enquiry through to pupils joining the school.

This role is pivotal in ensuring Thomas's College maintains its vibrant community of day pupils and weekly/flexi boarders to agreed targets whilst ensuring all families receive personal attention.

Line Manager:

Director of Admissions & Marketing & Senior Registrar.

Contract:

Term time + 6 weeks.

Hours of Work:

37.5 hours per week, Monday to Friday.

Annual Leave:

30 days + bank holidays (3 days of annual leave should be reserved to use between Christmas and New Year).

Start Date:

To be agreed

Salary:

£35k FTE

Flexible Working:

The Senior Registrar will need to be flexible to work at events occasionally at weekends and in the evenings for which Time Off In Lieu will be mutually agreed.

Location:

Prior to Thomas's College opening in September 2025 the Admissions Assistant will be able to work flexibly with a combination of time spent at Thomas's Putney Vale, Thomas's College and from home. Once Thomas's College opens in September 2025 the Admissions Assistant will be based permanently and term time at Thomas's College, Richmond with potential for flexible working to be mutually agreed during School holidays.

Job Description for Admissions Assistant

Main Responsibilities:

We are looking for someone with excellent interpersonal and organisational skills, a positive attitude and plenty of enthusiasm who is able to work in a busy and varied role, using their own initiative and supporting the Director and Senior Registrar. A key element of this role will be customer service, management of enquiries and applications both in person and by email, ensuring the College's admissions database is accurate and up to date.

Support the Director of Admissions and Marketing and Senior Registrar to deliver the strategic admissions and marketing goals to include:

Provide an excellent level of service to all prospective parents throughout the admissions process liaising with parents, agents and feeder schools, acting as a first point of contact for admissions enquiries via telephone and email.

Management of pupil admissions within the College's admissions systems iSams (training can be given), updating candidates' details as they progress through the admissions process, following-up applicants for payments and missing information. Delivering excellent email and letter correspondence to prospective parents in conjunction with the Senior Registrar.

Liaising with Feeder Schools, agents and Heads to obtain references and to help build relationships for all points of entry, attending feeder school events in conjunction with the rest of the team and maintaining the feeder school database.

Organisation of events such as open days and taster mornings for all entry points, including liaising with catering and other members of school staff.

In conjunction with the Senior Registrar, administering entrance exams/ assessments across all entry points, organising assessment groups, producing all associated assessment paperwork.

In conjunction with the Senior Registrar, collating and delivering admissions publications such as new welcome packs and onboarding materials, liaising with suppliers, designers and the marketing team as appropriate.

Administering the onboarding process using the College's onboarding portal (MSP, for which training can be given) to ensure candidates' and their families' personal data is accurately managed, candidates are safely and effectively added to the Thomas's Community and welcomed to the College.

To work collaboratively with the growing Marketing & Admissions team at Thomas's College, with House Parents, Boarding Colleagues, academic colleagues and support staff within both the College and Thomas's Prep Schools to deliver an effective admissions process.

To be available to work evenings and weekends as required for which time off in lieu will be granted (to be taken in a timely way as agreed with the line manager).

Any additional duties, as directed by the Director of Admissions & Marketing which are within the reasonable capability and responsibility of the Admissions Assistant.

Person Specification for Admissions Assistant

Required:

- The successful candidate will demonstrate strong team-building, communication skills, numeracy and empathy. They will have a high level of organisational and interpersonal skills, be committed to developing and maintaining the ethos of Thomas's College and be an enthusiastic, caring and positive role model within the School community.
- Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the development of the Admissions & Marketing team at Thomas's College.
- Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others.
- First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities.
- Empathy with the independent school sector.
- Excellent written and spoken English.
- A sensitivity to the needs of young people and a commitment to their support, care and nurture.
- Ability to maintain strict confidentiality.

Desired:

- Educated – to at least 'O' Level standard or equivalent with GCSE/O Level English & Maths grade C or above.
- A good working knowledge of Google Workspace.
- Experience of using Excel or Google Sheets to manage and manipulate data.
- Experience of working with a database such as isams or similar (training on isams is available).
- Experience of working in a busy school environment or similar, working as part of a team.

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.



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