



Thomas's
FULHAM

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
Annette Dobson, Head
c/o Willa Barham - wbarham@thomas-s.co.uk

thomas-s.co.uk



School Secretary

Starting Monday, 6th May 2024

Application Details

Applications are invited from enthusiastic and dynamic candidates to join our flourishing, forward-thinking school. The successful applicant will be friendly, confident and demonstrate excellent verbal and written communication skills, they will also have the ability to engage with a wide range of people.

Our Admin Team of four enjoy working in a friendly, supportive environment.

This recruitment document should be read alongside the information available on our website.

thomas-s.co.uk

For further details go to the Thomas's London Day Schools website:

thomas-s.co.uk/join-our-team / or email: wbarham@thomas-s.co.uk

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

Hours of Work: This is a full time position. Monday to Friday 8am - 5pm (8.00am to 4.00pm during school holidays). School holidays are worked by the admin team on a pro rata basis. Some occasional evenings as required by the Head for school events.

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

Competitive salary and conditions are offered.

Applications will be considered upon receipt so an early application is encouraged.

Interview process for shortlisted candidates: school tour, interview with staff members from our SLT which explores the responsibilities of the post as well as safeguarding and promoting the welfare of children.

Closing date:
Friday, 19th April 2024

Start date:
Monday, 6th May 2024 should the necessary recruitment checks have been completed

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.

The Role School Secretary

Accountable:

- To the Head

Department:

- Admin Team, Thomas Fulham

General Description of Duties:

To work as part of the Fulham admin team, in the primary front of house position, to ensure efficient and effective practices and uphold positive, professional relationships.

**School Secretary Duties:**

- Front of house duties: including managing visitors; parental queries; telephone calls; sorting and distributing of post and managing deliveries
- First aid duties, administration of medication, record keeping
- General PA duties to members of SLT as required
- Coordinator of extra-curricular activities
- Management of parent meeting/event bookings
- Work alongside the other admin staff to ensure the office functions efficiently and the needs of pupils, teachers and parents, are met
- Full awareness of calendar and daily events
- Morning door duty/school functions as scheduled e.g. Sports Days, Carol Services and leavers' events
- Check the Meeting Room and Staff Room are ready for use in the morning, and manage throughout the day if needed

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role/task that needs reasonably to be undertaken to provide administration support to the school should also be undertaken whether or not included above.

Person Specification

School Secretary

Skills:

- Excellent organisational, administrative and technological skills

Experience:

- Administrative or secretarial

Personal Qualities:

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

Attitudes

- Organised and energetic
- Ability to self-direct and multi-task
- Positive and enthusiastic
- Ability to think creatively and imaginatively
- Kind, approachable and polite

Essential

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

Desirable

- Previous experience working in a school environment would be desirable but not essential

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.

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**