



**Thomas's**  
KENSINGTON

# PA to Head and SLT Support

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](mailto: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](http://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 and dynamic PA to assist the Headmistress at Thomas's Kensington. The candidate will also provide secretarial support to an SLT member. The post holder will be responsible for assisting in the day-to-day running of the office and providing exceptional support to assist the headteacher in leading an outstanding school.

Our Admin Team of five enjoy working in a friendly, supportive environment. This is a full time position.

**Hours of Work:** Monday to Friday 8am - 5pm (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. Schools Fair).

**Holiday entitlement:** 6 weeks holiday per year, plus Bank Holidays.

**NB** Holidays may not be taken during term time.

Salary Range: £38-42k.

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

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

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

Closing date:  
**Applications will be considered upon receipt. An early application is strongly encouraged.**

Start date:  
**29th August 2023, or as agreed with the candidate.**

*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/](http://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.*



# PA to Head

## August 2023

### 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 Head and SLT Support

### Responsible to:

Headteacher

### Department:

Thomas's Kensington Administration Team

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### PA to Headteacher Responsibilities:

- Providing a confidential and professional secretarial service to the Headmistress
- Managing the Headmistress's diary
- Coordinating administration for the Headmistress typing, copying, collating etc, to a high standard
- Assist the Headmistress with organising school events and programmes
- Collating school references for pupils in conjunction with the Head of Future Schools on behalf of the Headmistress
- Producing and collating agendas and copying papers for meetings
- Organising correspondence for the Headmistress
- Minute meetings and distribute/file minutes as required
- Prepare monthly pupil birthday card lists for the Headmistress
- Ordering headed stationery
- Liaising with Catering Manager to organise catering requirements for the Headmistress
- Arranging pupil practice interviews in preparation for 11+
- Arranging interviews for current pupils with the Headmistress
- Liaising with PTA Chair and Deputy to collate relevant information
- Assisting in appointing class PTA Reps
- Sending out group calls/emails when necessary
- Emergency response coordinator for Kensington
- Coordinating and organising annual Prizegiving for the Summer Term
- Ordering all engravings for the annual school Prizegiving and teacher robes
- Managing allocated budgets

- Drafting emails and correspondence on behalf of the Headmistress
- Uploading weekly news items to the school system on behalf of the Headmistress
- Maintaining and updating confidential files which relate to staff and pupils, ensuring utmost confidentiality is adhered to
- Adhering to all safeguarding protocols and policies

### Human Resources Responsibilities:

- First contact for Kensington staff regarding general employees enquiries
- Liaising with the Head of HR, as required
- Prepare references for current and ex-members of staff
- Creating advertisements for available positions within the school
- Sending out application forms as required
- Providing job descriptions and personal specifications for future employees
- Assisting the Head with staff recruitment, including arranging interviews and aiding in the staff selection process, whilst ensuring that the process is carried out in line with Safer Recruitment guidelines
- Preparing candidate's paperwork for the interview panel
- Requesting and obtaining employment references for new members of staff
- Photocopy and verify all the candidate's paperwork
- Providing the HR Department with all appropriate documentation obtained at the interview stage for all successful candidates
- Ensure that full ID checks are carried out for all new members of staff before an offer of employment is made, and certified proof of identity



documentation for the HR Department

- Liaising with the HR Department to ensure that the Single Central Record is up to date with regard to all members of staff.
- Providing Personnel with the details of any additional people who may come into the school on an ad-hoc basis (supply staff, SEN therapists, etc.)
- Liaise with personnel to ensure that DBS checks have been carried out for new members of staff, supply staff, SEN therapists, etc
- Updating all personal information for current staff on the database and ensuring that updated information is also passed to the Ringwood office

### **PA to the Head of Future Schools:**

- Book Parent Meetings as required and ensure diary availability of relevant members of the Leadership Team
- Coordinate parent prep documents for Senior Schools
- Create parent information forms as required
- Coordinate events for future school panels and discussions
- Maintain, create and record archives for future schools, including rollover information
- Coordinate and send pupil references for Senior Schools
- Contact Senior Schools when required on behalf of the Assistant Head
- Administer and collate information relating to exam dates and requirements
- Order exam practice papers; organise and distribute ISEB codes
- Liaise with SEND department in relation to ISEB codes and sitting requirements
- Track future school results and offers
- Complete administration for leavers (input destinations on iSAMS, leaver surveys)
- Collate Cognitive Ability Test (CAT) and assessment results against offers received
- Liaise with Thomas's Battersea to coordinate references, assessment results and general transfer information
- Other reasonable administration support as required

### **Office Duties:**

- Answering telephone and taking and delivering messages as required
- Greeting, assisting and tracking visitors in line with safeguarding procedures
- Dealing with queries from, and providing information to, staff, parents and other interested parties, as required
- Administer First Aid to pupils or staff 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 using Thomas's systems
- Book taxis for staff as required
- Order supplies when necessary

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

## Skills

- Excellent organisational, administrative and technology skills

## 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
- Current paediatric first aid certificate





# 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**

## 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



**Perseverance**

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.

## 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.

## 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.



**Confidence**



**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**