



**Thomas's**  
COLLEGE

# Admissions and Engagement Officer

Closing date: Thursday, 2 July 2026

Applications will be reviewed as they are received, so early submission is strongly encouraged. The school reserves the right to close the advert early should a suitable candidate be appointed.







# Welcome to Thomas's College

Thomas's College is a brand-new selective co-educational day and weekly boarding school for students from 11 to 18. Our school sits in a beautiful five-acre campus at the top of Richmond Hill, 15 minutes' walk from Richmond Station, with magnificent buildings surrounding a central garden. We have outstanding sports facilities a short drive away, with Richmond Park on our doorstep. The whole site is full of space and greenery.

We seek to offer a new approach to London independent education, built around the choices and interests of each individual, that combines the best of traditional excellence with radical innovation. We teach psychology to all students, we offer alternative qualifications alongside GCSE and A Level, we've changed the student journey to include a three-year Sixth Form - we're at the leading edge of educational reform.

Above all we offer a family atmosphere, full of heart, along with the passion and drive of an entrepreneurial start-up environment. It is a combination that we believe will bring our students benefits, in terms of their success, happiness and values, that will last lifelong. For staff, we hope that working at the College will be an experience they treasure throughout the course of their careers.



# Vision and Aims

## PART OF THOMAS'S LONDON DAY SCHOOLS

We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen. Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.



## OUR VISION

Our vision is that every pupil at Thomas's develops core values and a strong sense of social responsibility; inner strength, outward assurance and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning.

The overall goal of a Thomas's education is to equip all of our pupils with optimism and readiness for the future, to become net contributors to society, and to flourish as successful, conscientious and caring citizens of the world.



## OUR AIMS

To achieve this vision, our aims at Thomas's College are:

- To provide an exceptional and innovative education to young people aged 2 to 18, founded on **breadth of experience and opportunity**
- To enable pupils to achieve **academic excellence** through a holistic approach that develops knowledge, skills, character and self-understanding
- To ensure that every member of our school communities learns and lives by a strong set of values, with **kindness at the heart**
- To support pupils to make meaningful choices about their future, fostering a sense of **purpose and personal ownership**
- To promote a **diversity of excellence** that encourages different types of intelligence, problem-solving and the ability to make connections

The Heads and Principals  
Thomas's London Day Schools



# The Role

## OVERVIEW

As our Admissions and Engagement Officer, you will take an active operational role in supporting the work of the College's Admissions and Marketing Department. You will join at an exciting time as we conclude our second successful admissions round and grow our vibrant and unique school to capacity by 2028. The successful candidate will play a central role in promoting the College to prospective families, organising events, and supporting the smooth delivery of the admissions process from initial enquiry through to enrolment.

You will support the team with all aspects of recruitment, assessment and retention, delivering exemplary customer service. At present the team consists of a Director, a Head of Admissions, and an Admissions Officer with support as needed from an Examinations Officer, a digital coordinator and a centralised Marketing team.

You will work collaboratively with colleagues to ensure 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 care and attention.

You 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.

## KEY 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 Head of Admissions.

The Admissions and Engagement Officer will:

- Provide an excellent level of service to all prospective families throughout the admissions process liaising with families, consultants and feeder schools, acting as a first point of contact for admissions enquiries via telephone and email
- Manage 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
- Deliver excellent email and letter correspondence to prospective families using iSams or the College's CRM package (OpenApply)
- Liaise with feeder schools, consultants 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/academic/pastoral colleagues and maintain the feeder school database
- Organise events such as open days, assessments and information evenings for all entry points, including liaising with catering and other members of school staff
- Administrate entrance exams/assessments across all entry points, organising assessment groups, producing all associated assessment paperwork
- Collate and deliver admissions publications such as new welcome packs and onboarding materials, liaising with suppliers, designers and the marketing team as appropriate
- Administrate 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
- Work collaboratively with the Marketing and Admissions team at Thomas's College as well as the Central Marketing team, with Resident Tutors, Boarding Colleagues, academic colleagues, the Examinations Officer, Data Manager and Business and Operations staff within both the College and Thomas's Prep Schools to deliver an effective admissions process
- The Admissions and Engagement officer will carry out any additional duties as directed by the Head of Admissions, which are within the reasonable capability and responsibility of the Admissions and Engagement Officer

# Person Specification

## QUALIFICATIONS, EXPERIENCE AND SKILLS

- 2–5 years' experience in sales, marketing, communications, admissions or a related administrative role
- Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the development of the Admissions and Marketing team at Thomas's College
- A commitment to developing and maintaining the ethos of Thomas's College and being an enthusiastic, caring and positive role model within the School community
- Excellent organisational skills with the ability to manage multiple deadlines
- Strong written and verbal communication skills
- Strong attention to detail and commitment to accuracy
- Ability to work effectively as a member of a team, to show initiative and imagination
- Confident user of Microsoft Office or Google Workspace
- Ability to handle sensitive information with discretion and confidentiality
- Empathy with the independent school sector
- A sensitivity to the needs of young people and a commitment to their support, care and nurture
- Willingness to work occasional evenings and weekends

## DESIRABLE

- Experience working in a busy school, college or university environment, working as part of a team
- Experience of event planning and coordination
- Experience using a CRM or admissions database (e.g. iSAMS, OpenApply or similar)
- Experience of using Excel or Google Sheets to manage and manipulate data



## PERSONAL ATTRIBUTES AND VALUES

### Personal Qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustration
- Ability to exercise self-care and prioritise wellbeing
- Enthusiasm, positivity, a readiness to believe in and work towards the best
- Supportive, generous and sympathetic attitude
- Constructive and imaginative approach to problems
- Readiness to learn, share ideas and listen
- Willingness to adapt and change and demonstrate the growth mindset we encourage in students
- Motivated by high standards: taking satisfaction in doing things really well
- A sense of school spirit and recognition that positive and cheerful capability in the face of challenge is at the heart of strong communities
- Recognising the importance of work as a source of meaningful satisfaction and fun

### Safeguarding and Young People's Interests

- A commitment to the highest standards of safeguarding in all aspects of practice
- Genuine interest in children and young people
- Genuine interest in pastoral issues and wellbeing
- Commitment to responding to and supporting each student as an individual



COURTESY



HONESTY



RESPECT



PERSEVERANCE



INDEPENDENCE



CONFIDENCE



LEADERSHIP



HUMILITY



GIVERS,

# Terms and Benefits

- **Competitive Salary & Benefits Package:** £36,000 per annum
- **Contract:** Full time, year round role
- **Expected Start:** Summer 2026
- **Hours:** 37.5 hours per week
- **Location:** Thomas's College, Richmond

The role will be subject to the successful completion of the required employment checks, including an enhanced DBS and reference. Full details of all checks that will be carried out are detailed in our recruitment policy.



# Key Dates

Applications are invited from experienced, dynamic and enthusiastic candidates excited by the scope of this opportunity. For further details visit the Thomas's London Day Schools website: [thomas-s.co.uk/join-our-team](https://thomas-s.co.uk/join-our-team) or email [hrcollege@thomas-s.co.uk](mailto:hrcollege@thomas-s.co.uk)

To apply for this post please go to [thomas-s.co.uk/join-our-team](https://thomas-s.co.uk/join-our-team) and click apply by Thursday, 2 July 2026. Should you wish to send a covering letter or supporting statement following your application, please forward it to [hrcollege@thomas-s.co.uk](mailto:hrcollege@thomas-s.co.uk)

Please note that referees will be contacted prior to the interview.

## SAFEGUARDING

*Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures.*

*All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here [www.thomas-s.co.uk/policies/](https://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.*





**Be Kind**  
**Be Thomas's**