



School Secretary (Term-Time plus)

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

thomas-s.co.uk



Thomas's London Day Schools

Welcome

A family-run group

Welcome to 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'.

Aims

We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

Vision

Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength 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. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

Values

We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals
Thomas's London Day Schools*

Welcome to Thomas's Fulham

We are a values based school with an outward-looking, forward-thinking approach. Pupil wellbeing and safeguarding are at the heart of our provision.

We are committed to a creative and collaborative approach to learning with emphasis on an enquiry mindset, blended learning, digital literacy and metacognition. Thomas's London Day Schools are Apple Distinguished Schools.

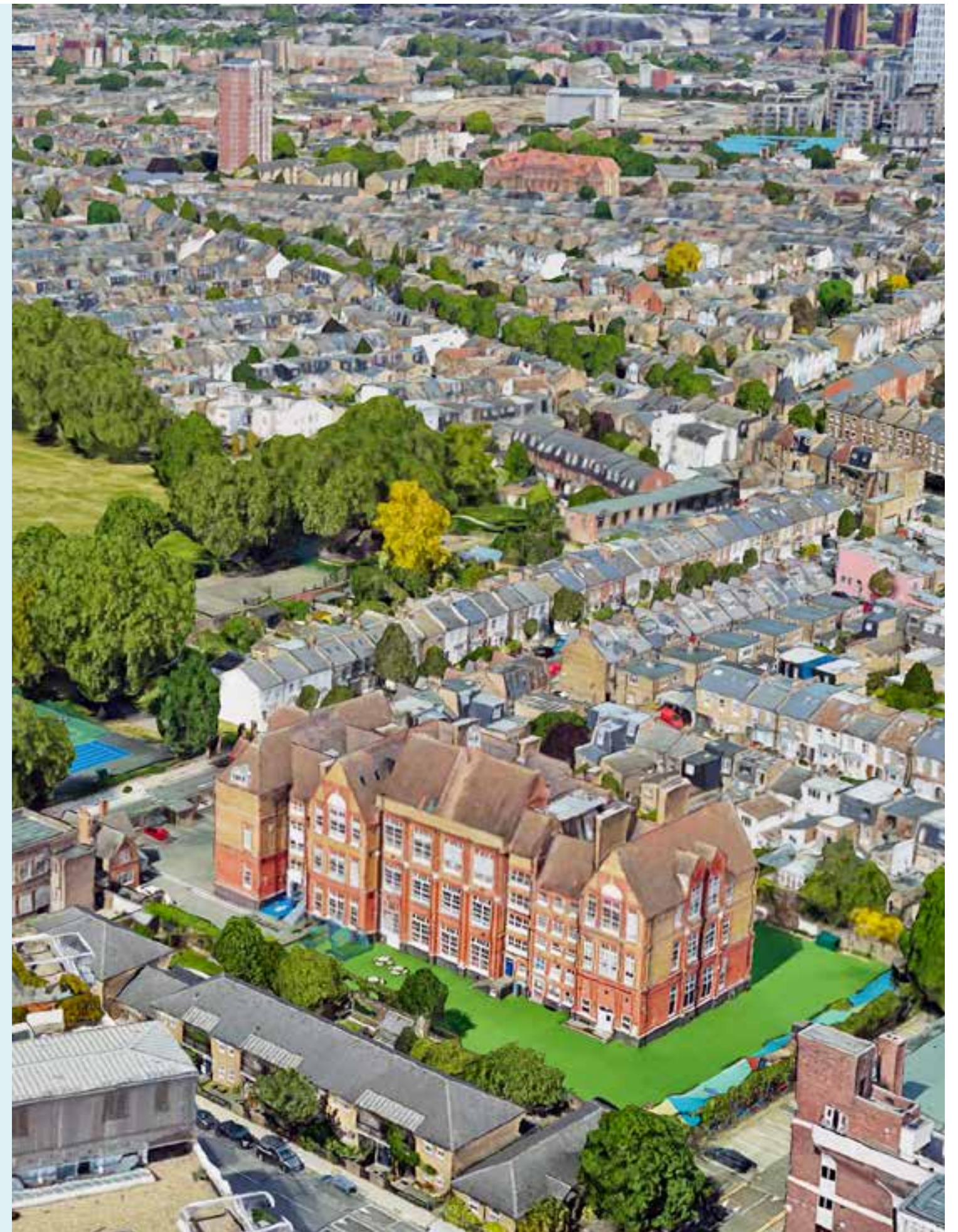
Academic standards are high and the curriculum is truly rich, broad and balanced. The following subjects are specialist taught: Art and Design, Dance, Drama, Classics (in Years 5 and 6), Computing, MFL, Music, P.E. and Science (in Years 4, 5 and 6). In KS2 there is minimal academic subject setting.

A co-educational school with approximately 400 pupils, there is a three class per year structure, although current Year 4 is made up of four classes. Reception to Year 2 make up our Lower School and Years 3-6 constitute the Prep School.

Pupils move on at 11+ to their senior school or prepare for 13+ senior school entry from one of our sister schools. From September 2025 our senior school, Thomas's College Richmond, will provide a seamless education to 18 for those that want it, subject to an assessment for Year 7 entry.

The senior leadership team consists of the Head, two Senior Deputy Heads, Deputy Head Welfare, Deputy Head Teaching & Learning, Head of Lower School, Assistant Head Prep School, Head of Learning Support & Enrichment and Assistant Head SMSC. We put strong emphasis on professional development for all of our team.

More detail can be found in the pages of our website: thomas-s.co.uk



Application Details

We are seeking to appoint an energetic, kind and positive School Secretary (term-time only).

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 respectful and supportive environment.

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

Hours of Work:

Monday - Friday 0745 - 1645 pm with an unpaid hour for lunch. This is a permanent, school 'term-time plus' position 35.2 weeks per year.

Salary

This salary is based on the full-time equivalent salary circa £30k, depending on experience, actually salary circa £23,275 per annum depending on experience. This reflects the 'term-time plus' nature of the role (35.2 weeks).

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or email:
wbarham@thomas-s.co.uk

Start Date:

To be mutually agreed

Closing Date:

Monday 9th February 2026

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

Benefits

- Continuous Professional Development opportunities
- Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
- Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary.
- Death in Service Benefit
- Salary Exchange Pension Scheme
- Free Daily school meals during term time
- Cycle to work scheme

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/ 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.

The Role

School Secretary (term-time plus)

Accountable:

To the Head

Department:

Admin Team

General Description

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 Responsibilities:

- Front of house duties: including managing visitors; parental queries; telephone calls; sorting and distributing of post and managing deliveries, ensuring readiness of the Meeting Room and Staff Room each morning and managing throughout the day if needed
- Coordinator of extra-curricular activities: timetabling, staffing, registers, liaising with parents and staff to ensure they have the necessary club information
- PA to Senior Deputy Head Academics - including diary management, communications to parents and organisation of monitoring and evaluation of teaching and learning
- PA to Deputy Head Welfare - including managing staff training logs and diary management
- General first aid duties and administration of medication as required
- 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
- Attend and assist with school functions as scheduled e.g. Sports Days, Carol Services and leavers' events

Skills, Experience and Qualifications

- Excellent organisational, administrative and technological skills
- Administrative or secretarial experience

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

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

Person Specification

- 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





**Be Kind
Be Thomas's**