Thomas's
COLLEGE

Co-Curricular, Clubs & Trips Administrator

Closing date: Monday, 7 December 2026



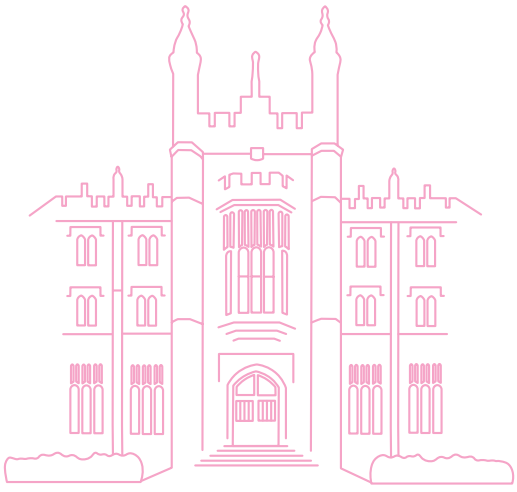


Welcome to Thomas's College

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

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 three 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 Thomas's pupil flourishes as a compassionate contributor to society and a courageous shaper of the future.

To realise this vision, we:

- Champion kindness, community and childhood
- Provide a breadth of experiences that develop lifelong passions
- Equip young people with self-knowledge, inner strength and intellectual curiosity

Together, these commitments create the Thomas's culture of joyful excellence, in which our pupils achieve outstanding academic outcomes **and** build the confidence, character and adaptability to succeed in the world.

The Heads and Principals
Thomas's London Day Schools









The Role

OVERVIEW

Roles in the Business & Operations teams at Thomas's College represent a remarkable opportunity to help build a new type of school. Put simply, the College seeks to do things better. Our education will be ground-breaking, valuing a diversity of excellence and talent, and prioritising choice and flexibility over the curriculum. We want the same innovative spirit in the way we run the operations of the school.

First and foremost we are one unified community that recognises the vital roles every colleague has to play. Whether a role focuses on work in the classroom, on the pitches, in studios, in offices or around our estate - we all share responsibility for making the College an inspiring and fun place to learn and work. We look above all for enthusiasm, capability and a collegiate approach. We love the satisfaction of finding positive solutions, working alongside supportive and like-minded colleagues.

This role sits within the administration team and focuses mainly on providing direct administrative support to the Director of Co-Curricular.

KEY RESPONSIBILITIES

Personal responsibility for:

Co-Curricular

- Work closely with the Director of Co-Curricular to support with administrative tasks
- Liaise with the Director of Co-Curricular to monitor and report on facilities, transport, attendance and staffing for co-curricular activities
- Liaise with Thomas's staff and external providers to create a clubs schedule for each term, including rooming allocations, registers and routine systems
- Facilitate online sign-up each term ahead of the following term via SOCS
- Support the practical administration and launch of each term's co-curricular programme
- Complete administrative tasks to support DofE expeditions, including all correspondence with external providers
- Create and cost new clubs as appropriate
- Handle parent queries, changes, cancellations and sign-up information
- Liaise with new pupil joiners and assist with sign-up when they are enrolled
- Manage waiting lists and movement throughout the term for clubs
- Take minutes and actions points from Co-Curricular boarding meetings



KEY RESPONSIBILITIES

Personal responsibility for:

Co-Curricular (continued)

- Support the yearly clubs fair
- Inform club leaders of their responsibilities and deadlines i.e. registers, claiming, welcome emails, dismissal etc
- Support with the creation of co-curricular newsletter articles
- Assist the DSL with the safeguarding process for external club leaders
- Liaising with HR to ensure all pre-employment checks are completed and in place prior to any clubs taking place
- Support HR and the Director of Co-Curricular with provider recruitment as required
- Liaise with the Head of Houses to support organisation for Inter-House competitions
- Liaise with transport providers to ensure organisation of transport for co-curricular events, including sports.

Trips

- Support trip leaders with any administrative tasks prior, during and after trips including comms
- Preparation of trip packs e.g. student details including collecting copies of passports, copy of risk assessments and the allocation of mobile phones to trip leaders
- Manage waiting lists and movement for trips
- Support with the creation of trip newsletter articles
- Supporting the Education Visits Coordinator (EVC) by providing coordination and administration of trips and visits
- Liaise with transport providers to ensure organisation of transport for trips and educational visits

Shared responsibility for:

- Be willing to provide appropriate cover across the administration team when required, while retaining primary accountability for co-curricular, clubs and trips administration
- Carry out any other reasonable duties, such as supporting the Examinations Officer during the examination season, as requested by the Administration Team Leader and Leadership Team
- Undertake first-aid training and act as first-aid support to the Nurse and Cross–School Medical Lead



Person Specification

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Previous experience working in a school or educational setting is helpful but not essential
- Effective organisation and time management skills with the ability to multi-task and manage competing demands
- Highly developed communication skills and the ability to community with people at all levels
- Strong IT skills and computer literacy including the use of management information systems and other computer applications
- Previous experience using SOCS or willingness to learn
- Previous experience of writing and reviewing risk assessments
- Knowledge of running trips and visits is desirable
- A qualification or experience in delivering First Aid or willingness to undertake recognised training
- Safeguarding all pupils in line with Keeping Children Safe in Education

PERSONAL ATTRIBUTES

- Honesty, integrity and reliability
- The ability to work effectively in a team
- Ability to work calmly under pressure and prioritise work
- Be highly organised with an eye for detail
- Ability to manage multiple deadline
- Enjoy working in a thriving, busy atmosphere
- Confidence and assurance in dealing with staff, students and families at all levels
- Willingness and ability to work flexibly at peak times (e.g. some evenings and weekends)
- Ability to show resilience under pressure
- Adapt and be flexible to the ever-changing demands of a busy school environment
- Confident in both verbal and written communication



ADDITIONAL PERSONAL ATTRIBUTES

Personal qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustrations
- 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

VALUES



KINDNESS



COURTESY



COMPASSION



SCHOLARSHIP



PERSEVERANCE



INTEGRITY



RESPECT



CONFIDENCE



LEADERSHIP



GIVERS,
NOT TAKERS

Terms and Benefits

- **Salary:** Up to £40,000 (FTE) depending on skills, experience and qualifications
- **Contract:** Permanent, Term Time plus six weeks
- **Hours:** 40 Hours per week (plus one hour unpaid break)
- **Expected Start:** To be mutually agreed
- **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 leaders 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 or email hr@thomas-s.co.uk

To apply for this post please go to thomas-s.co.uk/join-our-team and click apply by 4pm on Monday, 7 December 2026. Should you wish to send a covering letter or supporting statement following your application, please forward it to hr@thomas-s.co.uk

The first round of interviews will take place on 10 and 11 December 2026 . 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/ 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 YOU
BELONG

BE THOMAS'S

THOMAS'S COLLEGE

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