



Thomas's
COLLEGE

Estates Team Operative

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 11 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

This is an exciting opportunity to join the newly established Estates team at Thomas's College, part of a dynamic group of schools committed to delivering excellence in learning environments. The Estate Team Operative plays a hands-on role in maintaining the school estate, supporting the day-to-day operational needs of the school community, and ensuring that facilities are presented and maintained to the highest standards.

Working closely with the Estate Team Supervisor, and wider Estates team, the Estate Team Operative is responsible for carrying out a range of practical tasks including setting up for events, moving furniture and equipment, completing maintenance tasks, supporting planned preventative maintenance (PPM), and assisting with health and safety routines such as fire alarm testing and manual handling duties. The postholder will also respond to helpdesk requests across the site and will be expected to take a proactive, professional, and safety-conscious approach at all times.

This is a vital operational role for someone practical, reliable, and service-oriented, who enjoys working as part of a team and is willing to contribute flexibly to a busy and varied environment across a multi-site organisation.

KEY RESPONSIBILITIES

Facilities Support

- Set up facilities by moving furniture and equipment to support school operations and events.
- Assist with the setup of internal and external school events as directed by the Estates Team Supervisor.
- Move furniture and equipment for external lettings or room changes across the site.
- Undertake general housekeeping duties including waste collection, basic cleaning, and the assembly of furniture.
- Monitor and maintain cleanliness in the maintenance workshop, ensuring it is cleaned weekly.

Maintenance & Repairs

- Carry out general maintenance tasks and support basic repairs as requested via the Estates helpdesk.
- Complete PPM (Planned Preventative Maintenance) tasks in line with the estates schedule.
- Support allocated projects under the direction of the Estate Team Supervisor.
- Assist school maintenance trades when required.
- Report damage or faults in furniture, equipment, or buildings promptly.

Health & Safety

- Report all health and safety issues, near misses, accidents, and hazards to the Site Services Supervisor and relevant parties.
- Carry out manual handling tasks in accordance with training and safe practices.
- Assist in weekly fire alarm testing and other routine safety checks.
- Support the Grounds team where necessary, including leaf clearance, gritting, and outdoor tasks during adverse weather.
- Operate lifting equipment and vehicles where trained/licensed to do so.

Helpdesk & Communication

- Act on helpdesk requests in a timely and professional manner.
- Report operational issues, maintenance concerns, and feedback promptly to the Site Services Supervisor.
- Apply effective problem-solving skills to deal with day-to-day tasks.
- Maintain a courteous and helpful attitude with staff, pupils, contractors, and visitors at all times.

General Duties

- Undertake any other reasonable duties as directed by the Estates Team Supervisor, or Director of Estates to support the smooth functioning of the department and school.

Person Specification

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential

- Strong communication and customer service skills.
- Basic functional literacy skills (reading, writing, understanding instructions).
- Ability to work independently and collaboratively within a team.
- Good decision-making, time management, and prioritisation skills.
- Resourceful and flexible, with a practical approach to tasks.
- Understanding of basic Health and Safety, particularly Manual Handling and use of lifting equipment.
- Ability to undertake physically demanding tasks as part of a manual workload.
- Experience working under pressure and meeting deadlines.
- General maintenance and repair skills.

Desirable

- Previous experience in a similar role within a school or facilities team.
- Working knowledge of Microsoft Office, including Outlook (basic level).
- Health and Safety certifications such as:
 - IOSH Working Safely
 - Manual Handling
 - First Aid at Work or Paediatric First Aid
- Willingness to undertake further training in IT systems and health and safety compliance.



ADDITIONAL 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 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



KINDNESS



COURTESY



HONESTY



RESPECT



PERSEVERANCE



INDEPENDENCE



CONFIDENCE



LEADERSHIP



HUMILITY



GIVERS,
NOT TAKERS

Terms and Benefits

- **Competitive Salary & Benefits Package:** up to £32,000 per annum.
- **Contract:** Full Time, Permanent
- **Hours of Work:** 40 hours per week to be worked between 8:00am to 4:45pm, Monday to Friday, with 45 minute unpaid lunch.
- **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 hrcollege@thomas-s.co.uk

To apply for this post please go to thomas-s.co.uk/join-our-team and click apply. 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. Should you wish to send a covering letter or supporting statement following your application, please forward it to 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/ 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**