

Attendance Officer, Clubs Coordinator & PA to Senior Deputy Head

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

Thomas's Battersea is a dynamic, forward-thinking prep school for pupils aged 3 to 13.

As a school of excellence, we prepare pupils superbly both for the next stage of their education, and for their lives ahead of them. We do so with kindness at the heart of everything, and the broad curriculum encourages every child to find their something. High quality, creative teaching is the norm, and our outcomes are exceptional.

The result? We do not just produce great academics, athletes and artists; we produce great people, preparing them to be the citizens of tomorrow – and we're most proud of that. Restlessly innovative, we strive to equip our pupils with the knowledge, the skills, the character and the self-understanding which will empower them not merely to survive, but to flourish in their everyday lives.

We are a busy, exciting and purposeful school; its Edwardian and modern buildings are places of discovery, kindness and fun. A stunning courtyard garden, around which the day unfolds, breathes a potent combination of life and calm into the heart of the school.

If you share our commitment to providing a first-class education, fostering a love of learning, and shaping the leaders of tomorrow, please apply to join our exceptional team.



Application Details

We are looking for an experienced and dynamic school administrator.

The post holder will be responsible for attendance administrative duties, supporting the Senior Deputy Head, as well as overseeing the extra curricular offerings at Thomas's Battersea.

Our admin team of five enjoy working in a friendly, supportive environment.

Hours of Work:

Monday & Tuesday (09:00-18:00)
Wednesday - Friday (08:00-17:00)

This role is term time plus six weeks to be worked in the school holiday.

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

Applications will be considered upon receipt and interviews will be arranged as soon as mutually convenient.

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

Competitive salary and conditions are offered.

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Closing date:

Friday, 6th November 2026 at 12pm

Interview date:

Tuesday, 10th & Wednesday, 11th November 2026

Start date:

January 2027

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
- 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

Attendance Officer, Clubs Coordinator & PA to Senior Deputy Head

Reporting to:

Senior Deputy Head & Admin Team Leader

Duties and Responsibilities

Attendance Officer:

- The successful candidate will monitor and analyse attendance data.
- Check daily registers and record reasons for pupil absences.
- Analyse school-wide attendance data to spot trends, patterns and persistent lateness.
- Produce regular reports to support targeted attendance interventions.

Clubs Coordinator:

- Liaise with Thomas's staff and external providers to create a clubs schedule for each term.
- Work with Deputy Head Operations to secure classrooms.
- Create and cost new clubs as appropriate.
- Facilitate online sign-up each term ahead of the following term via the school's information systems.
- Liaise with new pupil joiners and assist with sign-up before they are enrolled.
- Approve Staff Club Claims.
- Manage waiting lists and movement throughout the term.
- Inform club leaders of their responsibilities and deadlines i.e. registers, claiming, welcome emails, dismissal, snacks etc.
- Liaise with finance to ensure clubs are profitable, and produce venue hire invoices for external providers.
- Create registers and parent contact sheets for external providers to be able to invoice parents directly.
- Update Open Clubs information in the Parent and Staff Areas of MSP.
- External provider recruitment as required.
- Assist DSL with safeguarding for external club leaders.

- Clear chase list for Single Central Register for external club leaders and helpers.
- Liaising with HR to ensure all pre-employment checks are completed and in place prior to any clubs taking place.
- Centralise communication to parents regarding sign-up, start and finish dates.

PA to Senior Deputy Head, Operations:

- Diary and liaison.
- Support in correspondence.
- Events oversight - catering, programme, signage.
- Oversees the Date List (School Calendar) entry process as directed by the Deputy Head.
- Hospitality request liaison.
- Timetable support.
- Admin Support as required.

Communities & Charities Support:

- Helping plan and organise community events or workshops.
- Booking venues, catering, and logistics.
- Managing emails, correspondence, and phone enquiries.

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.
- Work alongside the other administrative staff to ensure the offices function efficiently and the needs of parents, teachers and children are met.

Person Specification

Skills, Experience and Qualifications

- Previous experience working in a school or educational setting (experience in a school or educational setting is helpful, but not essential).
- A strong understanding of statutory guidance relating to attendance, safeguarding and child and family wellbeing.
- Excellent written and verbal communication skills, with the ability to build positive and professional relationships with pupils, parents/carers and colleagues.
- Strong organisational skills, with the ability to prioritise, multi-task and work effectively under pressure.
- Safeguard all pupils, in line with Keeping Children Safe in Education.
- Support the aims and ethos of the school.
- Act as a good role model in terms of professional appearance, conduct, punctuality and attendance.
- Attend team and staff meetings as appropriate, contributing actively whenever possible.
- Be IT literate (Microsoft Word, Excel, Powerpoint, and Google Suite).

Person Specification

- Enjoy working in a thriving, busy atmosphere.
- Be highly organised with an eye for detail and able to prioritise work.
- Strong problem solving skills.
- Confident in both written and verbal communication.
- Ability to manage multiple deadlines.
- Enjoy working in a thriving, busy atmosphere.
- Be highly organised with an eye for detail and able to prioritise work as required.





**Be Kind
Be Thomas's**