



Thomas's
KENSINGTON

Executive Assistant to the Head

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

Thomas's Kensington is a dynamic, forward-thinking prep school offering an exceptional holistic education for children aged 4 to 11.

Rooted in kindness and guided by strong values, our approach combines academic excellence with breadth, depth and joy in discovery. Pupils consistently achieve outstanding results, progressing with confidence to leading day and boarding schools across the UK. Just as importantly, they flourish through a rich array of opportunities in the performing arts, sport, outdoor learning and adventurous expeditions, developing the skills and attitudes necessary to navigate the future with confidence.

At the heart of this thriving community is a team of dedicated teachers who inspire, challenge and support every child to reach their full potential. We foster a warm and collaborative environment where staff and pupils alike are encouraged to think deeply, act with integrity and embrace every opportunity with enthusiasm.

Thomas's Kensington is part of Thomas's London Day Schools, established by Joanna and David Thomas in 1971 to offer a vibrant educational journey with kindness at its core. Demand for places is high, and we are seeking exceptional educators to join our community. If you are ready to inspire the next generation and thrive in an environment where happiness, innovation and excellence are valued, Thomas's Kensington would love to hear from you.



Application Details

Thomas's Kensington are seeking an exceptional and experienced Executive Assistant to provide high-level strategic and administrative support to the Head, ensuring seamless communication, efficient workflow, and the smooth delivery of executive priorities. This pivotal role sits at the heart of the professional running of the Head's Office and the wider school community.

Joining at an exciting moment in the school's journey, you will work closely with the new Head to help shape and support the next phase of Thomas's Kensington's development. You will liaise confidently across all areas of the school, deliver outstanding executive support, and oversee key administrative, HR, and compliance processes, all while upholding the values and ethos that define Thomas's Kensington. Previous experience working at a high level within a school environment would be highly beneficial.

Thomas's Kensington is part of a flourishing, family-run group of independent, co-educational day schools offering a broad and innovative curriculum, with high academic standards.

Closing date:

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

Start date:

As soon as possible

Hours:

40 hours per week, Monday to Friday. This is full time, year round role.

Salary:

Competitive salary and conditions are offered subject to the candidate's experience.

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

For further details go to the Thomas's London Day Schools website:

[thomas-s.co.uk/join-our-team](https://www.thomas-s.co.uk/join-our-team)
or email: **hr@thomas-s.co.uk**

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
- Group Income Protection
- Salary Exchange Pension Scheme
- Free Daily school meals during term time
- Cycle to work scheme
- 30 days annual leave (to be taken in published school holidays) plus bank holidays
- Hybrid working pattern during published school holidays

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

Executive Assistant to the Head

Accountable:

Head

Key Areas of Responsibility

Executive Support to the Head

- Provide proactive, high-level executive support to the Head, ensuring the effective management of their diary, priorities, and communications to maximise strategic impact.
- Act as the Head's first point of contact, managing correspondence and ensuring timely, polished communication with all stakeholders.
- Anticipate needs and ensure the Head is fully prepared for meetings, events, and key strategic commitments.
- Prepare briefings, presentations, reports, and high-quality written materials for internal and external audiences.
- Coordinate and quality-assure governance and compliance documentation, including inspection preparation, reports, and policy coordination.
- Liaise confidently with senior leaders, parents, Board members, and external partners on behalf of the Head.
- Maintain confidential executive, safeguarding, and compliance documentation on behalf of the Head.
- Minute senior leadership team meetings (and others as required), maintain action tracking, and ensure effective follow-through.
- Support the delivery and tracking of key strategic priorities on behalf of the Head.

HR Liaison & Confidential HR Support

- Act as the Head's liaison with HR, ensuring smooth communication and follow-through on HR processes.
- Coordinate recruitment administration for senior or Head-led appointments, including compliance with safer recruitment checks and interview logistics, in conjunction with HR.
- Maintain secure and up-to-date HR files and track key HR milestones (probation, appraisals, training).
- Support onboarding and offboarding processes in consultation with HR and the Head.
- Assist with the management of sensitive HR matters with confidentiality and discretion.

Communications: Newsletters & Parent Communications

- Lead editorial coordination for school newsletters, ensuring quality, accuracy, and alignment with the school's ethos and values.
- Oversee tone, consistency and professionalism across parent communications.
- Draft, refine, or quality-assure high-importance messages from the Head and senior staff.
- Maintain a school-wide communications calendar and collaborate with staff to gather content in a timely manner.

Strategic and Cross-School Coordination

- Work closely with the Deputy Heads, Admissions, Operations and wider leadership to ensure alignment and efficient delivery of school-wide priorities.
- Support the Head and Leadership Team with strategic initiatives, policy coordination, operational planning and events.
- Act as a central coordination point for Head-led projects and cross-school initiatives.
- Support the Head in managing confidential HR, safeguarding, and executive documentation at school level.

Professional Standards

- Uphold the highest levels of confidentiality, discretion, integrity, and professional judgement.
- Represent the Head and the school with professionalism and warmth, both internally and externally.
- Demonstrate initiative, flexibility, and a proactive, solutions-focused approach, anticipating needs and resolving challenges before they arise.
- Maintain meticulous attention to detail across all areas of work.
- Operate with professionalism, diplomacy, and sound judgement at all times.

Qualifications and Experience

- Significant experience as an Executive Assistant or senior administrator.
- Experience working in education, professional services, corporate executive environments, or similarly complex, high-expectation settings.
- Proven track record of managing complex diaries, competing priorities, and high-level correspondence.
- Experience working with senior leadership teams, boards, or governance structures.
- Experience coordinating projects, operational processes, or cross-organisational initiatives.
- Experience overseeing or coordinating administrative or operational functions is desirable.
- Strong understanding of compliance, governance, and organisational systems.



Practical Skills

- Advanced IT skills (MS Office, Google Workspace, MIS, digital communication platforms).
- Exceptional written and verbal communication skills.
- Excellent organisational, time management, and problem-solving abilities.
- Skilled at managing people, processes, and projects concurrently.
- Comfortable managing confidential and sensitive information.

Personal Qualities

- Discreet, trustworthy, and operates with the highest integrity.
- Professional, confident, and authoritative, while approachable and warm.
- Proactive, resourceful, and solutions-focused, with strong initiative.
- Highly organised with exceptional attention to detail.
- Resilient, adaptable, and calm under pressure.
- Diplomatic, tactful, and confident in dealing with senior stakeholders and parents.
- Collaborative team leader, able to inspire and bring out the best in others.
- Loyal, committed, and aligned with the Head's vision and the ethos of the school.





**Be Kind
Be Thomas's**

