



Dear applicant,

Senior Administration Officer at St Thomas' CE Primary School

Welcome, and thank you for your interest in the role of **Senior Administrative Officer at St Thomas' CE Primary School**.

LifeFull Schools Federation comprises three distinct Church of England primary schools: Princess Frederica in Brent, and St Clement & St James and St Thomas' in the Royal Borough of Kensington and Chelsea. Each school has its own unique character and community, yet all are united by a shared Christian ethos and a commitment to providing an education that enables every child to flourish.

This is a **full-time, term-time only role plus one additional week**, working approximately **36 hours per week**. The role plays a central part in supporting pupils, families and staff in all aspects of school life — from admissions and attendance through to pupil welfare, communications and secondary transfer.

Our federation name, **LifeFull Schools**, is inspired by the words of Jesus in John 10:10:

"I have come that they may have life, and have it to the full."

While this is a Christian scripture, our schools welcome and respect pupils, staff and families of all faiths and of none. Our Christian ethos underpins our values, but we are an inclusive community where everyone is valued, supported and able to thrive.

You will work closely with the School Business Manager and senior administrative colleagues to ensure the smooth running of the school office at St Thomas'. You will also be part of our wider Federation administration team — a supportive, friendly and collaborative group who work across all three schools to share expertise and strengthen practice.

The three schools formally federated on 1st July 2025 under a single governing body. This collaboration brings significant benefits, including shared professional development, stronger leadership capacity, improved back-office systems, and enhanced opportunities for career development across the federation.

We are proud of our staff and the standards achieved across our schools: St Thomas' was judged Outstanding in 2025, Princess Frederica Good in 2024, and St Clement & St James Outstanding in four out of five areas in 2023.

Our shared vision is to provide a rich, broad and ambitious curriculum that prepares children for life in the modern world. We believe children learn best through meaningful, engaging experiences supported by high-quality relationships between adults and children. We also value the power of the arts - music, dance, drama and visual arts - to enrich learning, build confidence and inspire creativity.

Being actively inclusive and anti-racist is central to our ethos. We are committed to ensuring that every child and adult feels welcome, valued and able to thrive, and that pupils are supported to challenge unfairness and celebrate diversity.

Our vision is to nurture vibrant, faith-inspired school communities where every child and adult can belong, learn and grow - living life to the full. This is achieved through the commitment of an exceptional staff team working in partnership with parents and carers. We expect all staff to uphold high professional standards and to align with our shared values and culture:

- Staff come first
- We all have a professional obligation to improve
- Every child deserves a champion
- We have a culture of possibility where everyone can make exceptional progress
- Truly great teaching improves pupil outcomes
- We use evidence-informed approaches to school improvement
- Hard work is essential for success
- We welcome diverse ideas and approaches to problem-solving
- We value generosity of spirit
- We acknowledge mistakes and learn from them
- We live by our Christian values

We are looking for someone who is positive, flexible and committed, with a “can do” attitude. The successful candidate will be highly organised, a strong team player, and motivated to develop their skills and expertise. We actively support staff who wish to progress into further training or school business qualifications.

We warmly encourage you to visit St Thomas’ to experience our ethos and community first-hand. Please contact **Navinder Paul** at recruitment@lifefull.org to arrange a visit.

During shortlisting, applications will be assessed against the person specification. In your supporting statement, please ensure you clearly address the criteria. Applications will only be accepted on the fully completed LDBS application form; CVs cannot be accepted. Please provide a full employment history, including explanations of any gaps.

Please include details of two referees, one of whom must be your current or most recent employer. References may be sought prior to interview and may be discussed during the selection process. We may also contact previous employers not listed as referees. All references will include a question regarding suitability to work with children, in line with our safer recruitment procedures.

Closing date for applications: Monday 6th July at 9am

Interviews: Wednesday 8th July

Applications should be emailed to: recruitment@lifefull.org

On behalf of the Governing Body, thank you once again for your interest in this important and rewarding role. We look forward to receiving your application.



Sarah Bouette

Executive Head teacher

Our Ethos

We welcome children and their families to our school without discrimination. We strive to continually build a community in which there is equity and equality for all. A community in which everyone shows

respect and understanding towards each other. By doing this, we improve the quality of all our lives. At our schools we support pupils to be proud of their unique identities and to reach for the highest level of personal achievement and wellbeing. Our schools are spaces where our whole community will be supported to grow, learn and flourish.

In line with the 2010 Equality Act, we seek to ensure that no student, member of staff, parent or any other person through their contact with the school receives less favourable treatment on any grounds which cannot be shown to be justified. This covers race, ethnic or national origin, language, religion or belief, gender or gender reassignment, sexual orientation, pregnancy, marital status, disability, age, responsibility for children or other dependants, political views and social class.

Safeguarding Statement

LifeFull Schools are committed to ensuring the welfare and safety of all the children in our schools. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment.

Our schools are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.