



# Office Administrator (Full time)

To apply, please complete the application form and submit it with your CV and covering letter addressed to Liz Woodcock, Executive Director  
[lwoodcock@thomassfoundation.org.uk](mailto:lwoodcock@thomassfoundation.org.uk)

[thomassfoundation.org.uk](http://thomassfoundation.org.uk)



# Office Administrator (Full time)

To start asap

## Application Details

Thomas's Foundation is looking for an inspiring and dedicated individual, with excellent organisational skills who will establish and manage sound administrative processes as part of a small executive team committed to growth and development.

To submit an application please send the completed application form, a copy of your CV, the details of 2 referees and a covering letter to: Liz Woodcock, Executive Director [lwoodcock@thomassfoundation.org.uk](mailto:lwoodcock@thomassfoundation.org.uk)

Applications will be considered upon receipt, and therefore, early application is strongly encouraged.

**Closing date:**

9am, Friday 8th March 2024

**Interviews:**

May be conducted in advance of the closing date

**Hours:**

9am - 5pm  
(flexible working considered)

**Term:**

Full time

**Salary:**

Full Time £28,000 - £30,000  
(Depending on experience)

**Start date:**

ASAP

*Thomas's Foundation and Thomas's London day Schools are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to safeguarding checks, including an enhanced DBS check.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*The safeguarding responsibilities of the post as per the job description and personal specification.*

*For details of the checks which will be undertaken as part of our recruitment process Thomas's London Day School's Recruitment Policy is applicable and can be found here [www.thomas-s.co.uk/policies/](http://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.*

# Job Description for Office Administrator (Full time)

## Job Role:

Office Administrator (Full Time)

## Reporting to:

Executive Director

## Location:

Thomas's Foundation Office, Thomas's Academy, Fulham,  
London SW6 4LY

## Background:

Thomas's Foundation is an independent Charitable Incorporated Organisation Registered Charity No 1181145. Thomas's Foundation is driven by the belief that every child deserves an enriching education.

Our mission is to realise this vision for disadvantaged children, both in our local neighbourhoods in London and in rural communities in Nepal.

We realise this vision through three core programmes: Foundation Bursaries; Community Partnerships in the UK and CAIRN in Nepal.

All Thomas's Foundation's programmes are needs-driven and are delivered in a sustainable way, with clear accountability for their success in achieving their intended goals.

Thomas's Foundation is governed by a board of trustees who bring their expertise to bear and ensure that maximum positive impact is achieved for our beneficiaries.

Thomas's Foundation is run in the UK by a dedicated Executive Director with a team of local volunteers and in Nepal with established partner NGOs which help to identify, develop and manage our programmes on the ground.

Thomas's Foundation is looking for an inspiring and dedicated individual, with excellent organisational skills who will establish and manage sound administrative processes as part of a small executive team committed to growth and development.

*We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.*

*This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*Thomas's London Day Schools and Thomas's Foundation are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our safeguarding/child protection policies and procedures.*

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.*

*If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead.*

## Key Responsibilities:

The office administrator is responsible for supporting the Executive team and Trustee Board. The office administrator's key responsibilities are to:

- Support Trustees and office team in delivering their operations and activities including event support, organising training, calendar, meetings and minutes.
- Support community programmes and grant applications including monitoring reporting and evaluation deadlines.
- Provide administrative support for fundraising, including processing donations, thanking donors, database mailings and management, presentations.
- Assist with financial administration of invoices, grant awards and budget reconciliations including reporting and managing online filing.
- Research and stay abreast of any charitable legal requirements, ensure the team and Trustees are informed and assist in ensuring the organisation's dutifully compliant where relevant.
- Liaise with volunteers including administrative support for safer recruitment and training
- Routine administration for the department including photocopying and scanning/filing documents, collating mailings, and managing post.
- Assist in publishing on-line materials, communication via social media and website updates
- Other general support to Executive Team and Trustees as required

## Key Skills and Attributes:

We're looking for someone with excellent organisational skills, attention to detail and understanding of charity legal and regulatory requirements, along with the ability to work with a wide range of internal and external stakeholders. The office administrator will play an important role in establishing sound administrative processes to enable Thomas's Foundation to deliver its vision.

- At least three years in employment in an administrative post at a charity
- Knowledge and practical use of Word, Excel, and Google Office Suite
- Excellent communication skills both written and spoken and proof reading skills
- Reliable and self-reliant able to complete tasks independently
- Willing to work to instruction and to undertake routine tasks
- Ability to prioritise a demanding and varied workload with a keen eye for detail
- Enjoys multi tasking, organising and takes pride in delivering excellent result
- Engaging relationship-builder with excellent interpersonal skills
- Creative and flexible self-starter able to work both individually and as a member of consensus-seeking teams
- Ability to maintain a high level of discretion and confidentiality due to the nature of work
- Awareness of the nature of Thomas's Foundation and willingness to commit to its all-round ethos
- A commitment to on-going personal and professional development where necessary