



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Information for Candidates
Executive Assistant to the Bursar

Head's Welcome



Thank you for your interest in joining our team. This is an opportunity to play an integral role in a school with a rich history at the vanguard of educational change. We have a powerful sense of the way in which we shall develop in the decades to come and we seek energetic professionals to join us and to help us to build and realise our vision.

We take pride in a school culture which is inclusive, and which is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum and a highly responsive pastoral system, we engender in our pupils the courage and ambition which

they will need to succeed and to play a constructive role in their wider community and society.

Our staff are the School's most valuable asset and we aspire to create a sector-leading environment in which they can work. We are committed to a thoughtful process of continuing professional development and we create multiple pathways for our colleagues to progress in their knowledge, skills and experience. We are fortunate to have built a strong sense of loyalty amongst our colleagues and we regard the stability of our staff body as a major strength. Many of our employees have built successful careers with us over a protracted period and the sense of community amongst us is strong. Opportunities for promotion and advancement are plentiful. Professional fulfilment is key to staff wellbeing, but so too is access to a range of additional benefits and we are responsive to this too – the happiness of its staff is critical to any organisation's ultimate success.

Ibstock is without a doubt the most dynamic and the most interesting school in which I have worked through my career. I hope that you will be inspired to join us and to make your own contribution to our evolving mission and journey.

Chris Wolsey
Head

About the School

Ilbstock Place School is an independent co-educational day school affiliated to HMC, the Head's Conference and to IAPS, the Independent Association of Prep Schools. We occupy a beautiful and well-appointed ten-acre site on the edge of Richmond Park in South-West London.



Established in 1894, we have championed the merits of co-education since our foundation. The School was originally created to showcase the ideas of a progressive German educationalist, Friedrich Froebel and, early on, it specialised in Early Years education. Indeed, it was Froebel who coined the term Kindergarten. While EYFS provision remains an important part of our provision, we have grown considerably since 1894 and we now provide an integrated pathway for our pupils all of the way from 4 to 18 years. We are heavily oversubscribed, and we currently educate around 1100 young people. We have major points of entry at 4+, 7+, 11+ and 16+ and a thriving Sixth Form of around 200 pupils. Our catchment area is steadily growing and our pupils join us from a wide range of both maintained and independent schools.



Academically, the School is strong and we routinely appear in the upper reaches of newspaper league tables, both for GCSE and A Level outcomes. About 80% of our pupils move on every year to Russell Group universities, including Oxford and Cambridge. There is also growing interest in higher education pathways outside of the UK, including those in North America.

Our curriculum is broad and balanced. We seek a unique synthesis of learning which combines the best traditions of a liberal and humane education with an outlook which is forward-looking and dynamic. We have invested heavily in new technology in recent years and we seek to be at the forefront of educational change.



About the School

We recognise that AI will re-shape the landscape of schools in the decades to come and we are taking steps to ensure that we are well-placed to benefit from it. We understand too the importance of a strong co-curricular offer – from our inception, we have been convinced of the virtues of a “whole education”. Our pupils can access over 140 different clubs and activities and we have exemplary provision in sport, music, drama, dance and debating. In the Senior School, the Duke of Edinburgh Award Scheme is notable for its strength and quality of provision. We expect all teaching staff to make a meaningful contribution to it.

Our pastoral system is exceptionally well-developed and responsive to the individual needs of our pupils. The work of our pastoral teams is supplemented with a class-leading pupil counselling service which we run in collaboration with The Soke, a specialist mental health and wellbeing provider based in South Kensington.



We are committed to the integration of pupil voice in the life of the School and our prevailing organisational culture prioritises the importance of listening, just as it does the celebration of our diversity and the affirmation of our pupils’ achievements. The same extends to our other stakeholders – our parents and, of course, our staff.



As a charity, we work hard to ensure public benefit. In addition to a generous and expanding programme of bursaries to support pupils for whom an independent school education would ordinarily be out of reach, we sustain a burgeoning partnership programme with many local state schools and community organisations. In addition to the frequent sharing of our facilities, we undertake a wide variety of projects across all aspects of our operation which ensure that in Roehampton and beyond, we are a force for good. For more details of our work, see www.schoolstogether.org and search for Ibstock Place.

We are ambitious for our future. We have grown considerably in recent years – in size most certainly, but also in terms of our profile and our achievement. Our ambition is to build yet further upon this recent success and to become the leading co-educational independent day school in London.

About the Role



We are seeking to appoint a full time Executive Assistant to the Bursar, who will provide administrative support. The post holder will report to the Bursar.

This is a 52-week role, Monday to Friday, 08:00 to 16:30, 25 days annual leave, with a six-month probationary period.

Further information on the role is set out in the Job Description.

Responsibilities

Duties

- Assist in open days and evening organisation, including helping the Registrar and Deputy Head of Admissions prepare information packs, meet and greet, and attend events.
- Assist the Director of Operations and the Director of Admissions with school events, such as Prize Giving, Blue and White Ball, and Christmas and Easter Services, etc.
- In concert with the Teacher in Charge of Trips and Visits, to be the central point of contact for the management and administration of school trips in both Prep and Senior School, ensuring that risk assessments are complete and signed off appropriately, keeping records, managing invoices and recharges to parents, reviewing supplier agreements, and reconciliation of the trips accounts on a monthly basis.
- To assist teaching staff in the administration of trips and visits, undertaking clerical tasks as appropriate.
- Manage parent helpers to ensure that relevant checks and risk assessments have been completed in line with KCSIE and School policy.
- Provide effective and proficient administrative support to the Bursar.
- Maintain absolute confidentiality in all aspects of work.



- Providing an efficient administrative service to the Bursar, including correspondence, reports, filing, diary management, projects, events, and bursary application assistance.
- Be conversant and manage key tasks, meeting deadlines and managing the workload effectively.
- Ensure the Bursar's paperwork is efficiently filed and accuracy of documents.
- Send emails and mail-merges via the school's MIS system (iSAMS).
- Assist the Bursar and SMT in ensuring the School is prepared for inspection(s).
- Undertake Reception desk duties during school holidays, and as required.
- Support the whole school administration as required by the Headmaster and Bursar.
- Ad hoc duties as required.

Person Specification

Skills and Personal Attributes	
Displays a commitment to the protection and safeguarding of children and young people	Essential
Is able to maintain the strictest confidentiality and integrity at all times	Essential
Is able to work collaboratively with others	Essential
Is willing to adopt a flexible approach to meet varying deadlines	Essential
Is able to plan time effectively and be well organised	Essential
Is able to think strategically	Essential
Has a balanced sense of perspective	Essential
Has outstanding IT skills	Essential
Has a keen eye for detail	Essential
Has an excellent command of spelling, punctuation and grammar	Essential
Is suitably experienced for the position	Essential
Proof reading experience	Essential

Staff Benefits



Our aims and ethos

Our aim is to create an outstanding place of learning, a place where our pupils find academic excellence and the joy which it inspires. We ensure that our pupils' natural curiosity and empathy is ceaselessly nourished. In so doing, we set the conditions which enable them to excel, both during their time with us and throughout their adult lives.

We do this by concentrating on four Cs:

Our CURRICULUM is dynamic and forward-thinking.

Our CULTURE is warm and inclusive.

Our CONTEXT is beautiful and stimulating.

Our commitment to CO-EDUCATION is longstanding and profound.

Visit our website to find out more:
www.ibstockplaceschool.co.uk

Staff benefits include:

- Cycle to work scheme
- Childcare Voucher scheme
- Free breakfast and lunch (in termtime)
- Defined contribution pension scheme for teaching staff and a pension scheme for support staff
- Commitment to training/development
- 25 days annual leave + bank holidays for support staff
- Access to BUPA Employee Assistance Programme, including counselling services
- Staff Yoga and use of the swimming pool (at designated times)
- Access to the School's BUPA health cover scheme (this is deducted monthly via payroll)

The Application Process



How to apply

To apply for the role, please complete our application form and submit it, by email: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to make an appointment before the closing date.

Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details see [here](#)

Note that, in accordance with Keeping Children Safe in Education 2023, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.

Ibstock Place School



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

Ibstock Place School,
Clarence Lane,
Roehampton,
London SW15 5PY
020 8876 9991

www.ibstockplaceschool.co.uk

- An inspiring place to flourish**
- | | | | | | |
|----|------------------|----|-----------------------|----|------------------------|
| 1 | Dance Studio | 15 | Rose Garden | 22 | Climbing Wall |
| 2 | MacLeod House | 16 | The Innovation Centre | 23 | School of Art & Design |
| 3 | Priory Wing | 17 | The Refectory | 24 | Multi Use Games Area |
| 4 | Theatre | 18 | Terrace | 25 | Forest School |
| 5 | Wellbeing Centre | 19 | Main House | 26 | School of Music |
| 6 | Drama Studio | 20 | Footbridge | 27 | Sports Pitches |
| 7 | Armadiolas | 21 | Sports Hall | | |
| 8 | Clarence Wing | | | | |
| 9 | Bicycle park | | | | |
| 10 | Orchard | | | | |
| 11 | Priestman House | | | | |
| 12 | Roberts House | | | | |
| 13 | Swimming Pool | | | | |
| 14 | Hardcourt | | | | |



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