



# Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



## Information for Candidates

### Head of Finance

# Head's Welcome

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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

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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](http://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

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The post holder will be the Leader of the Finance team responsible to the Bursar for all aspects of its operation. The team currently consists of a Management Accountant, Sales Ledger & Fees Officer and a Purchase Ledger Officer.

The post holder will ensure the accuracy, completeness, quality and timeliness of all finance team outputs. They will act as the main point of contact for the finance function and for the relationship with the auditor.

We are looking for someone to start as soon as possible. This is a full time role, Monday to Friday, 8:00 am to 4:30 pm, with a six-month probationary period.

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

# Responsibilities

## Duties

- Leadership and management of the finance team, responsible for all aspects of staff management, review and appraisal.
- Maintain and update finance team policies, job descriptions, standing instructions and other relevant documents.
- Be responsible for the development of the finance team. Identify any skills shortfalls and training needs in the finance team. Develop and implement training plans to ensure full team capability and to ensure staff are dual skilled to provide cover during periods of absence.
- Build sufficient resilience in the team to ensure all finance function activities can be maintained during periods of planned and short-term unplanned staff absence or other disruption. Maintain a business continuity plan.
- Review and approve all finance team outputs.
- Produce timely, relevant and high-quality financial management information with a clear supporting narrative explaining variances and/or unusual transactions.
- Lead the preparation and filing of all statutory returns, including the annual accounts, Gender Pay Gap, Charity Commission and Companies House returns.
- Authorise payments within their delegated authority.
- Ensure that: the annual audit goes smoothly; complete and accurate records are maintained to support the audit; all auditor requests for information are met in a timely fashion; there is a clear record of all year-end adjustments; and the financial statements reflect the agreed audit adjustments.



- Ensure a day-to-day positive cash position and an accurate forecast of cash movements is maintained.
- Prepare the first draft of the annual budget for discussion with the Bursar and manage the annual budget process. Respond to management letter points.
- Prepare and maintain (on behalf of the Bursar) guidance, instructions and letters of authority for Budget Holders
- Act as the main point of contact for the School's Fees-in-Advance scheme, carry out day to day administration of the scheme and ensure that account balances are monitored and applied correctly to fees as they fall due.
- Act as the functional owner of the School's financial system, oversee the management accountant and other system users, and ensure action is taken as required to keep the system up to date and appropriate for the school's activities.
- Deputise for the Bursar on financial [and other] matters as required.

# Person Specification

<b>Qualifications</b>	
Relevant financial qualification (ACCA/ACA/CIPFA) or CIMA	Essential
<b>Experience and Skills</b>	
Significant effective delivery within a financial management role	Essential
Strategy co-ordination and engagement with a Board of Directors or Governing Bodies	Essential
Successfully develop best practice policies and procedures through implementation and evaluation stages	Essential
Able to work to deadlines and deliver results through effective management, organisation, and planning of work	Essential
Competent in problem-solving through the application of relevant legislation and good practice	Essential
Experience in managing budgets and the budget setting process to ensure the best value service to the organisation and its employees	Essential
Experience in financial systems implementation	Essential
Delivery of professional, rigorous board-level reports	Essential
Effective leadership and sound people management capability	Essential
Knowledge of current UK and International Financial Reporting Standards and other relevant legislation	Essential

# Person Specification

Experience of financial issues in an educational environment	Desirable
Experience of working within a regulated framework, such as Charity Commission, Ofsted and/or ISI	Desirable
Knowledge of Charity Law and accounting for Charities	Desirable
An awareness of Safeguarding responsibilities within a school environment	Desirable
<b>Personal Attributes</b>	
Able to think strategically and translate strategic guidance into detailed, affordable financial planning	Essential
Ability to motivate, engage and direct a team	Essential
Works effectively as part of a cross-department leadership team	Essential
Ability to build positive professional relationships at all levels, influence and motivate people	Essential
Excellent judgement and decision-making skills, remaining calm under pressure	Essential
Organised, punctual and efficient in managing own and others workload and time effectively to meet deadlines and deliver results	Essential
Works accurately and pays attention to detail	Essential
Empathy, confidentiality and discretion	Essential



# Staff Benefits

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## 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](http://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

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## How to apply

To apply for the role, please complete our application form and submit it, by email: [recruitment@ibstockplaceschool.co.uk](mailto: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](http://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 Armadillos       | 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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