



# IBSTOCK PLACE SCHOOL

Maintenance Team Member  
Information for candidates





# Ibstock Place School

## An inspiring place to flourish

Ibstock Place School is an independent co-educational day school for pupils aged 4 to 18. The school occupies a ten-acre site on the edge of Richmond Park in Southwest London.

An urban location with a beautiful botanical feel, Ibstock is the perfect home for scholarly exploration and adventure. Championing co-education since our founding in 1896, we have created a diverse environment that reflects real-world communities and workplaces.

Our school is oversubscribed, with assessed entry at the age of four for Kindergarten (Reception). There is a competitive entry examination at the age of eleven and most pupils in the Prep School proceed on into the Senior School.

## Head’s welcome

“This role is an opportunity to play a part in a school with a rich history, at the vanguard of educational change.



Ibstock is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum, we engender in our pupils the courage and ambition which they will need to succeed. At the same time, our fierce commitment to outstanding pastoral care means that our pupils are generous and self-aware, ready to make a positive contribution to the societies of tomorrow. We hope that you will be inspired by all that you read, and we thank you for your interest in Ibstock.”

Christopher J Wolsey  
Headmaster



# About the role

## The role

We are seeking to appoint a full time Maintenance Team Member, who will report to the Facilities Manager.

This is a 52-week role, Monday to Friday, 8am to 4:30pm, 25 days annual leave, with a six months probationary period.

During term time a total of 8 hours per day including unpaid refreshment breaks totalling one hour (7 hours per day, 35 hours per week), between the hours of 0500 and 2230, as directed by the Facilities Manager.

During half term and the holidays, a similar number of hours per day, between 0700 and 1700 hours, as directed by the Facilities Manager.

Extra hours, including weekends, may be worked by mutual agreement with the Facilities Manager. Weekend work is at an enhanced rate.

## The person

We are looking to recruit a person who

- Has experience with plumbing
- Holds a mini-bus licence
- Displays a commitment to the protection and safeguarding of children and young people
- Can plan time effectively and be well organised
- Is flexible and resilient and able to adapt quickly to new environments and challenges
- Has good inter-personal skills
- Is reliable and trustworthy, and able to work effectively with limited supervision
- Sets an example of personal integrity and professionalism
- Promotes the vision and aims of the School





# Job description

## Responsibilities

The duties and responsibilities of the Maintenance Staff are analogous to the General Duties and Responsibilities under the NJC Conditions of Service.

Specific duties include the following, and are not limited to:

- Under the direction of the Facilities Manager, to carry out such tasks to aid the maintenance of the school buildings, equipment, stores etc. including painting, decorating, cleaning, sweeping, repairing, plumbing and any other necessary task
- Where applicable and as directed, to unlock and open or lock and secure the school buildings including the security alarms at times reasonably directed by the Facilities Manager
- To provide additional assistance as reasonably directed by the Facilities Manager

- Setting out of halls and rooms for assemblies, functions or meetings, vehicle maintenance, carpentry, gardening, general labouring assistance and the provision of event security
- Drive the minibuses to transport pupils in accordance with rules and regulations of the highway code and following the school's minibus policy
- To undertake training where required and as the Bursar may deem fit
- If contacted by the Police, Central Station or Member of Staff on an alarm or security matter, to attend the school during silent hours and to take appropriate action, keeping the Facilities Manager always informed
- To assist with the maintenance and cleaning of the swimming pool to ensure that the correct conditions are maintained



# Job description

- To be aware at all times of the vital importance of school security and to act immediately on any breaches or likely risks to staff, pupils and members of the public who are on school premises legitimately
- To report and refer any observed safety hazards in any areas within the school campus to the Facilities Manager and to be aware of and act in accordance with the Health and Safety at Work Act 1984 and other such legislation
- To ensure the safe custody of all the keys and codes for which responsible
- Where applicable, dealing with established outside contractors for services both on emergency and routine matters within specific agreements laid down by the Facilities Manager
- To ensure that all maintenance equipment is fully serviceable and kept in good working condition as directed by the Facilities Manager
- To maintain any records of repair work outstanding, allocation of tasks, fire practice records and any other records etc. as directed by the Facilities Manager



# The application process

## How to apply

To apply for the role, please complete our application form and submit it, by email to: [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.





# Working at Ibstock

## 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.

## A joyful, nurturing culture

Ibstock is a stunning place to work, and our on-site facilities are excellent. The Main House building, constructed in 1913, blends seamlessly with the New School buildings. Our impressive modern wood-panelled refectory won a RIBA National Award in 2022 and the school boasts a brand-new Innovation Centre, equipped with the latest Virtual Reality (VR) and Augmented Reality (AR devices).

Other benefits of working at Ibstock include favourable salaries and highly-competitive terms and conditions; free breakfast and lunch during term time; enrolment in a contribution pension scheme; membership of ‘Bupa’, a third-party health and wellbeing provider; use of the school swimming pool; staff yoga sessions; a wide range of staff social events; and access to a cycle to work scheme.

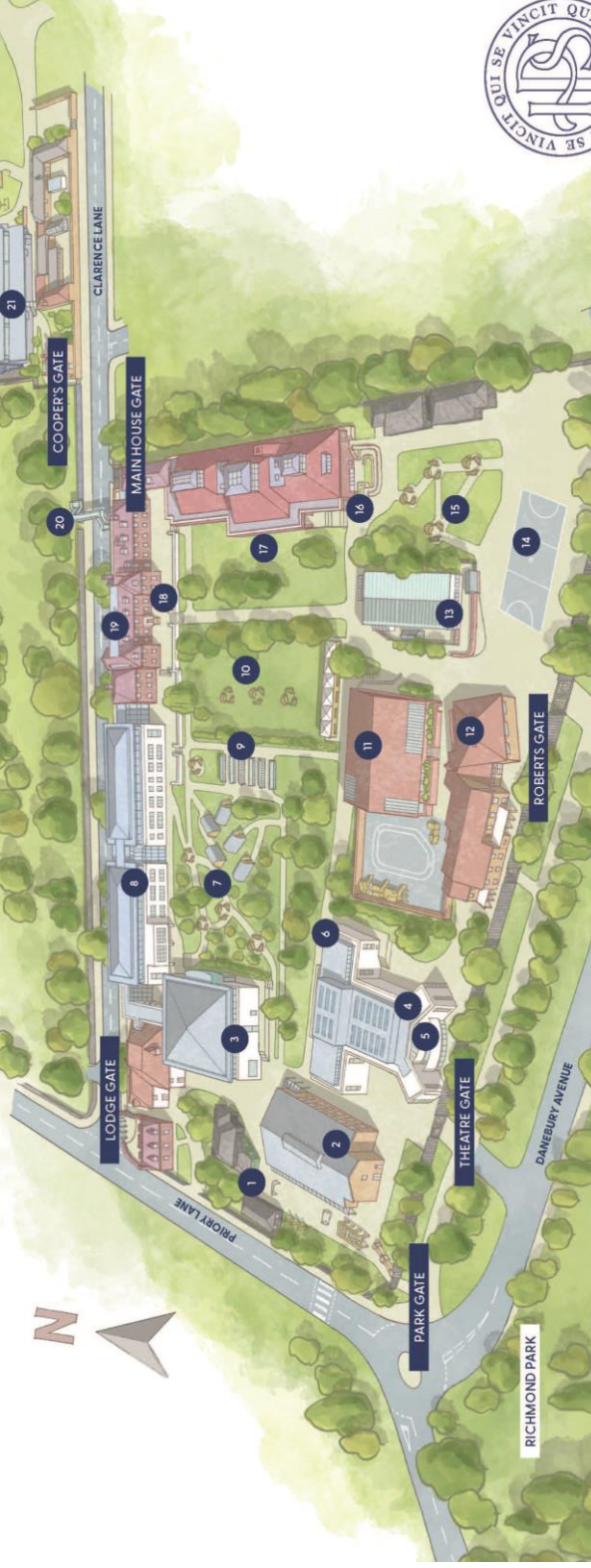


## Staff Benefits

- Cycle to work scheme
- Childcare Voucher scheme
- Free breakfast and lunch (in termtime)
- Teachers' 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)



# Ibstock Place 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
- 2 Macleod House
- 3 Priory Wing
- 4 Theatre
- 5 Wellbeing Centre
- 6 Drama Studio
- 7 Armadillas
- 8 Clarence Wing
- 9 Bicycle park
- 10 Orchard
- 11 Priestman House
- 12 Robert's House
- 13 Swimming Pool
- 14 Hardcourt
- 15 Rose Garden
- 16 The Innovation Centre
- 17 The Refectory
- 18 Terrace
- 19 Main House
- 20 Footbridge
- 21 Sports Hall
- 22 Climbing Wall
- 23 School of Art & Design
- 24 Multi Use Games Area
- 25 Forest School
- 26 School of Music
- 27 Sports Pitches



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