



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



PA to the Senior Management
Team

Information for Candidates



About Ibstock Place School

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 South-West 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 1894, 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 is an opportunity to play an integral 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.

Mr Chris Wolsey
Headmaster



About the role

Personal Assistant to the Senior Management Team

We are seeking to appoint a full time Personal Assistant to the Senior Management Team, who will provide administrative support. The post holder will report to the Head.

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

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

We are looking to recruit a person who:

- Displays a commitment to the protection and safeguarding of children and young people
- Is able to 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 and can establish positive relationships with multiple stakeholders
- Is reliable and trustworthy, and able to work effectively with limited supervision
- Sets an example of personal integrity and professionalism
- Adheres to the ethos of the School
- Promotes the vision and aims of the School



Job Description

Responsibilities

- To provide effective and proficient administrative support primarily to the SMT, but sometimes to the Head as well, working in conjunction with other School administrative staff, including teaching colleagues and Heads of Faculties.
- To administer the School Calendar, populating termly events (a year in advance) from all stakeholders. This function will involve close collaboration with the Executive Director of People and Co-curriculum, as well as other key stakeholders.
- To oversee key venue bookings, ensuring the Calendar is always accurate and up-to-date, and generating weekly reports to be shared with relevant staff.
- To update the Independent Schools Inspectorate (ISI) Calendar a term ahead.
- To work a later shift on a Friday (09.45-18.15) ensuring the Head's weekly message is sent to all parents via SchoolPost.
- To maintain pupil filing; creating new files and archiving old and ensuring that confidential information is kept securely and in compliance with the School's Data Protection and Data Retention Policies.
- Helping with the administration of Welcome and Parents' Evenings and other ad hoc events.
- To maintain an up-to-date knowledge of relevant protocols around data protection and safeguarding and to ensure the integrity of confidential information which passes through the Head's office.
- To attend half-termly Heads of Faculties' meetings and take minutes and create for distribution.
- To oversee the smooth running of SchoolPost daily, ensuring the correct format is used for consistency.
- To help coordinate cards and gifts for staff and visitors, in conjunction with the Head's EA.
- To assist the Head's EA in keeping the Senior School staff noticeboards in Main House up to date.



Job Description

- To assist the Head's EA in administrating the preparation of key school events, including whole-school Assemblies and Services, staff luncheons, Prize Giving, the Blue and White Ball, the Carol Service, Prefects' Dinner and others, as required by the Head.
- To be the first member of staff for Reception cover when there is staff absence and in the holidays.
- To help take pride in the décor and aesthetics of the School, particularly around key school events, organising flowers and other appropriate embellishments as requested by the Head's EA.
- Help maintain the School's storeroom along with the Head's EA which houses the School's events decorations.
- To help, along with the Reception staff and other relevant colleagues, in the Reprographics Room during busy times, keeping up-to-date with photocopying requests from teaching staff and ensuring that the space is stocked appropriately in terms of paper and other resources.
- To comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to advise and support others.



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.



Working at Ibstock

Our aims and ethos

At the heart of our educational philosophy are five core values, which guide every aspect of our School community. These serve as the bedrock of our culture, shaping the attitudes, behaviours and aspirations of pupils, staff and parents alike.

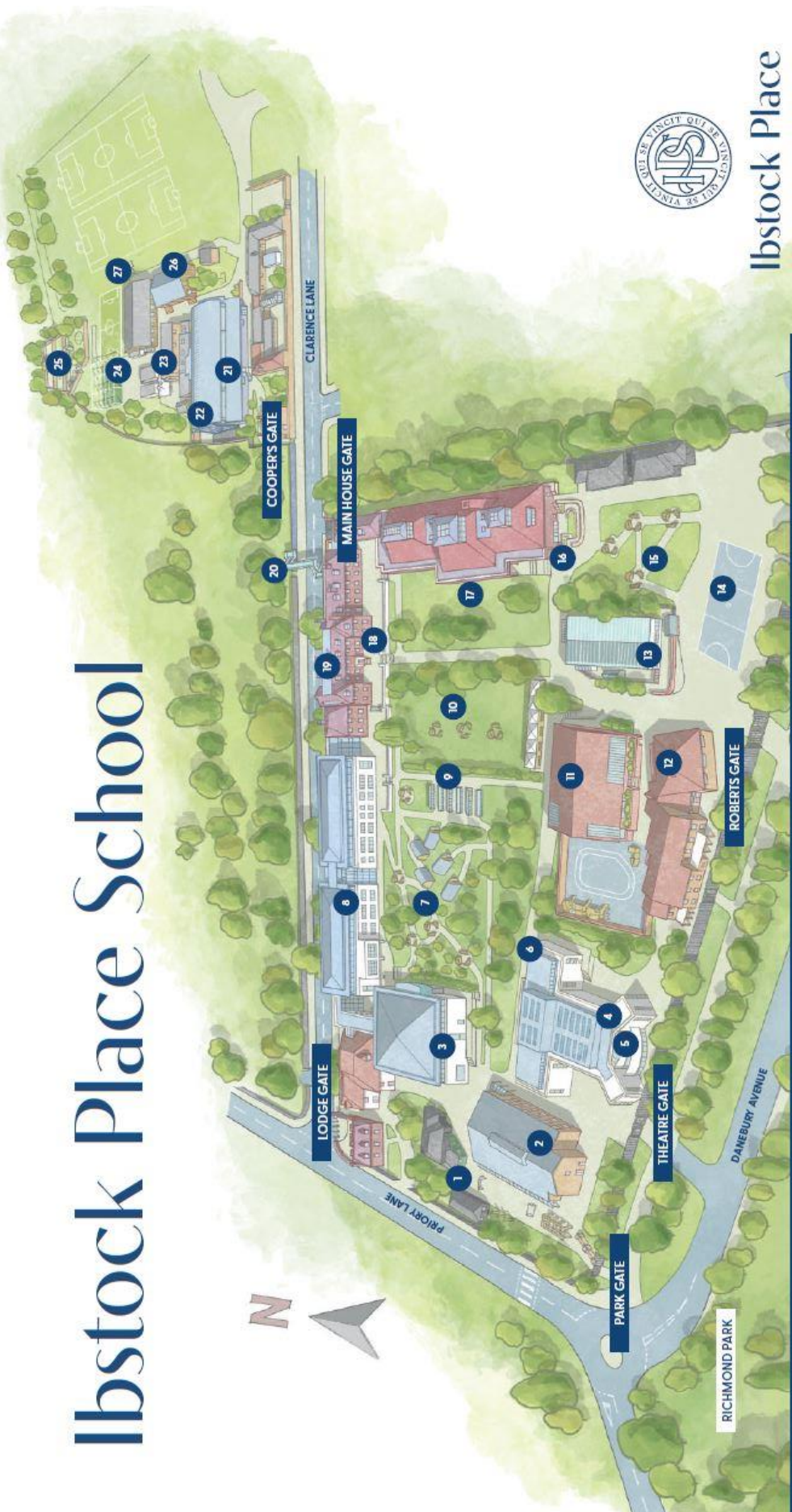
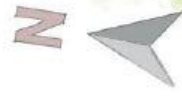
- A joyful, nurturing culture
- Ambition to achieve
- Rooted in kindness
- An inspiring place to flourish
- Feet on the ground, eyes on the future

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)

Ibstock Place School



Ibstock Place
CO-EDUCATIONAL DAY SCHOOL

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 Roberts 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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www.ibstockplaceschool.co.uk



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