



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Information for Candidates

Assistant Registrar

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 Role



We are looking for an experienced part-time **Assistant Registrar** to join our School.

The Assistant Registrar will support the Registrar in delivering an efficient, welcoming, and professional admissions process for prospective families. Working part-time, the role requires flexibility, exceptional organisational skills, and the ability to engage with families and colleagues effectively, all while upholding the school's ethos and commitment to excellence.

Assistant Registrar will report to Registrar.

This is a part-time role, **15 hours per week term time only**.

It is a permanent contract to start as soon as possible.

Salary for this role will be **£10,874 per annum** (FTE salary is £28,997 per annum).

Closing date for applications is **16 February 2025**.

Responsibilities

Admissions Process

- Act as a key point of contact for prospective families during scheduled working hours, providing clear and accurate information about the admissions process and school offerings.
- Assist in managing and processing applications, ensuring timely and accurate record-keeping.
- Support the Registrar in scheduling, and leading, school tours, interviews, and entrance assessments.
- Respond to admissions inquiries professionally and promptly within the scope of working hours.

Data Management

- Maintain and update the admissions database (e.g., OpenApply, iSAMS) with applicant information, ensuring data accuracy and compliance with UK GDPR requirements.
- Produce reports and updates on admissions statistics as requested by the Registrar.

Events and Engagement

- Assist in coordinating admissions events, including open days, offer holder events, assessment days, and welcome events, ensuring logistical support for their smooth running.
- Provide on-site support during key admissions events as agreed in advance.
- Assist the Admissions Department in attending Prep School fairs (which take place during the evening and at weekends).



Collaboration and Communication

- Work closely with the Registrar and other departments to facilitate a seamless admissions experience for families.
- Assist in ensuring that marketing materials and communications accurately reflect the school's ethos and admissions process.

Other Duties

- Provide administrative support to the Registrar as required, ensuring a professional and efficient office operation.
- Uphold the highest standards of confidentiality and discretion at all times.

Requirements



Essential Qualifications and Experience

- Previous experience in an administrative role, ideally in education or a customer-facing environment.
- Strong IT skills, including proficiency in all aspects of Microsoft Office and familiarity with database systems (e.g., OpenApply or iSAMS).
- Excellent organisational skills and attention to detail.
- Clear and confident written and verbal communication skills.

Desirable Qualifications and Experience

- Prior experience in an admissions or registrar role, particularly within the independent school sector.
- Knowledge of the independent school admissions process.
- Prior experience or knowledge of admissions processes in a Prep school environment.
- Prior experience or knowledge of admissions processes in a 4-18 independent school environment.

Key Skills and Attributes

- A professional, approachable, and welcoming demeanour.
- Ability to manage multiple tasks effectively and prioritise under time constraints.
- Strong problem-solving skills and a proactive attitude.
- Commitment to the values and ethos of Ibstock Place School.

Staff Benefits



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
- Free breakfast and lunch (in termtime)
- Defined contribution pension scheme for teaching staff and a pension scheme for support staff
- Commitment to training/development
- 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 interview and make an appointment before the closing date.

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

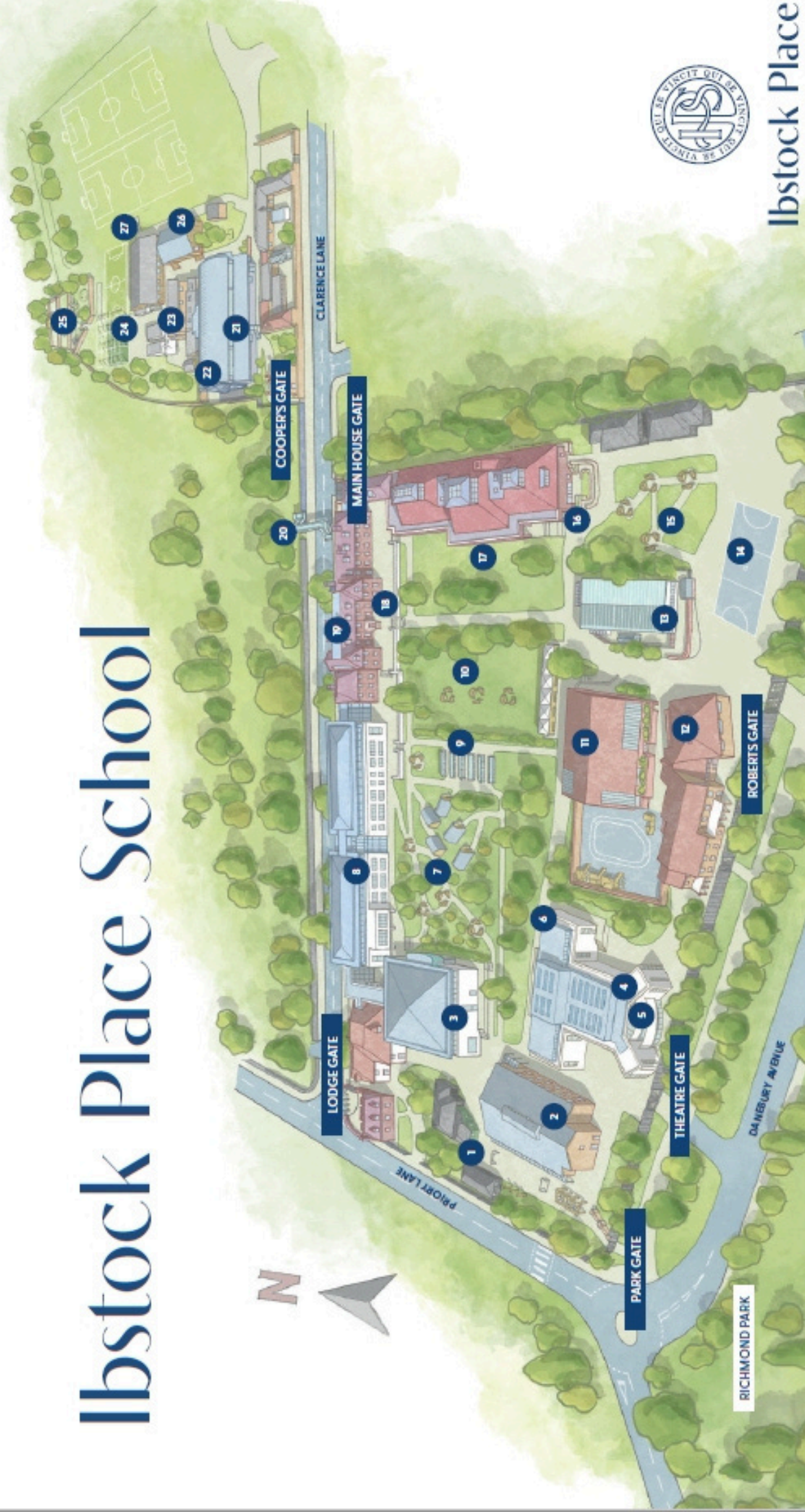
Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging 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 2024, 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 | 8 Clarence Wing | 15 Rose Garden | 22 Climbing Wall |
| 2 Macleod House | 9 Bicycle park | 16 The Innovation Centre | 23 School of Art & Design |
| 3 Priory Wing | 10 Orchard | 17 The Refectory | 24 Multi Use Games Area |
| 4 Theatre | 11 Priestman House | 18 Terrace | 25 Forest School |
| 5 Wellbeing Centre | 12 Robert's House | 19 Main House | 26 School of Music |
| 6 Drama Studio | 13 Swimming Pool | 20 Footbridge | 27 Sports Pitches |
| 7 Armadillos | 14 Hardcourt | 21 Sports Hall | |



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL