



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Executive Assistant to the Head
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

Executive Assistant to the Head

We are seeking to appoint a full time Executive Assistant to the Head, 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 Head, but sometimes to other members of the senior team as well, working in conjunction with other School administrative staff, including colleagues in the Admissions, Bursary, Marketing and HR Departments
- To manage the Head's written correspondence, including the opening of post, determining the correct course of action in receipt of such post, preparing letters for dispatch via mail and email and managing the Head's filing
- To maintain a Complaints Log for the School, and to manage the collation of Risk Assessments for Trips and Visits.
- To act as a first point of contact, internally and externally, on behalf of the Head
- 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 co-ordinate the Head's weekly meeting schedule, to assist in the preparations for those meetings and to take minutes for them, as required
- To maintain the Head's Office in an appropriate manner, devising and maintaining administrative systems and ensuring that confidential information is kept securely
- To organise and prioritise the Head's work schedule in accordance with changing priorities, liaising with colleagues, parents and external individuals and organisations and ensuring that the Head's time is spent as productively and efficiently as possible



Job Description

- To manage parental requests for pupil absence, handling all arising correspondence, and to assist in the same when it comes to staff requests for absence too
- To coordinate gifts for staff and visitors, as requested by the Head
- To monitor the Portal for parental absence requests and to monitor the frequency of requests, advising the Deputy Head (Pastoral) of instances which merit further investigation
- To keep Senior School staff noticeboards in Main House up to date, liaising with colleagues accordingly
- To manage the Head’s diary, scheduling meetings and making all necessary arrangements for them, including the booking of rooms, arranging catering and distributing papers beforehand
- To be the principal administrator in 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, and working with colleagues in other departments, including Admissions and Marketing
- To be the key point of contact for the Families of Ibstock Place School (FIPS), providing administrative support for its activities when required, including attendance at its committee meetings
- To lead on the distribution of Christmas wishes to the wider Ibstock community each Autumn Term, liaising with the Art Department and others as appropriate
- To produce greeting cards for the Head (for birthdays, bereavement, congratulations, thanks) and to lead in their administration



Job Description

- Overseeing the organisation of the storeroom which houses the School’s collection of materials for special events, ensuring that it remains tidy and accessible
- To line manage the staff who work in Reception, organising relevant rotas and ensuring its seamless and smooth operation in instances of staff absence
- To lead in the ongoing development of the staff who work in Reception, ensuring that the School provides effective support for the growth in their professional skills
- To have oversight of the Reprographics Room and the work which happens within it, ensuring that Reception staff and other relevant colleagues keep up-to-date with photocopying requests from teaching staff
- To have overall leadership of the administrative services delivered in Main House, and to deploy resources as necessary so as to ensure its efficient and effective functioning, intervening when necessary and thinking creatively about its ongoing development
- Take a lead role in planning, developing and monitoring new and existing operational systems, procedures and policies
- 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 develop constructive relationships and communicate with all staff and other agencies/professionals.
- 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.

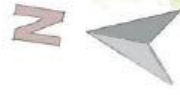
- A joyful, nurturing culture
- Ambition to achieve
- Rooted in kindness
- An inspiring place to flourish
- Feet on the ground, eyes on the future

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)
- 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

CO-EDUCATIONAL DAY SCHOOL

An inspiring
place to
flourish

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|--------------------|--------------------------|---------------------------|
| 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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www.ibstockplaceschool.co.uk



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