



# Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



## Information for Candidates

### Grounds and Gardens Manager



# 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

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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We are seeking to appoint a full time **Grounds and Gardens Manager** who will ensure the grounds and gardens are presented to the highest possible standard using the most cost effective methods and efficient staff management.

This is a 52-week role, Monday to Friday, 8am to 4:30pm (30min unpaid lunch break), 25 days annual leave + Bank holidays, with a six months probationary period.

Start date **as soon as possible**.

Salary will be **competitive** (depending on skills and experience).

The deadline for applications is **4 July 2025**. We reserve the right to start the interview process as soon as applications are received.

# Duties and Responsibilities

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- Lead and manage the Groundsman and Gardeners on a day to day basis, ensuring that they work in a safe manner and to agreed standards;
- Liaison with external contractors, managing their work on site, ensuring they work in compliance with health and safety and school protocols;
- Ensuring practical and flexible planning in both day to day and seasonal work, to include forward planning of work, materials and equipment;
- Liaison with the Director of Sport in regard to the setting up of pitches, etc for matches;
- Ensuring the sports fields and surfaces are prepared and maintained in line with the relevant sports best practice to maintain safe quality playing surfaces;
- Ensuring an exceptional standard of presentation of formal and informal lawns and gardens;
- Ensuring the safe and tidy presentation of road ways, pathways and car park areas;
- Oversee horticulture tasks including seed sowing, propagation, planting, watering, weeding, irrigations, pruning, small tree work, hedging, leaf clearance and border work across the school campus are undertaken;
- Ensuring the school's woodland and pond areas are safe, regularly checked, cleared of debris and that the woodland plan is progressed each year;
- Prepare and undertake construction of hard and soft landscaping work;
- Ensure equipment and vehicles associated with the grounds and gardens department are maintained and used safely by the team;
- Ensure the safe storage, use and disposal of pesticides, herbicides, fuel, oil and other similar substances including regular review of risk assessments and COSHH data;
- Ensure work areas and the school grounds are kept clean, safe and tidy and that grounds buildings are kept secure at all times;
- Assist the Bursar and Heads of Maintenance with establishing and submitting budgets, proposals and reports;
- Ensure effective planning and operational procedure for exceptional circumstances such as weather, official visits and special occasions;
- Establish and maintain effective working relationships with the Groundsman, Gardener, managers, colleagues and staff;
- Ensure the Groundsman and Gardeners receives appropriate training, including all matters in connection with health and safety;
- Maintain awareness of industry developments and propose how these would impact the school;
- Reviewing risk assessments and monitor safe working practices for the grounds and gardens team;
- Conduct regular team meetings.

## **Additional responsibilities and tasks may include, but are not limited to, the following:**

- Assisting with visitor parking and guidance as required
- Be available to drive school vehicles, including minibuses, to assist the school in movement of pupils to various sites
- To undertake other or additional duties, consistent with the role, as may be deemed appropriate by the Heads of Maintenance and the Bursar.

## **Other responsibilities and tasks may include, but are not limited to, the following:**

- Assist with special events as required e.g. Open Days, commemorative events, etc. Note that this work may include out of hours attendance and occasional weekend duties;
- Be prepared to be on call during non-business hours and respond to an emergency at the School requiring your skills or management;
- Participate in the weekend rota when required;
- Attend briefing and training sessions as required by the Heads of Maintenance and the Bursar;
- Assist with the gritting and clearance of steps, pathways and private campus roads whenever necessary in the winter months.



# Person Specification

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## **Essential**

- Embody the values of Ibstock Place School, demonstrating loyalty to the school and its ethos;
- Possess a passion and commitment to grounds and gardens management and presentation;
- Supervisory or management experience with a proven ability to work without direct supervision, being able to use one's own initiative and have a flexible approach to work;
- A responsible, courteous and willing individual with good communication skills

## **Desirable**

- Training and certification in Health and Safety, COSHH, Manual Handling, Risk Assessment and First Aid
- Training and certification in forestry work and the use of chainsaws (or be prepared to undertake the qualification)
- Experience of maintaining sports turf machinery
- NVQ level 3 relevant qualification
- City & Guilds level 2 spraying (or be prepared to undertake the qualification)
- D1 Licence (or willing to undertake training)

# Person Specification

<b>Experience, Knowledge and Understanding</b>	
Displays a commitment to the protection and safeguarding of children and young people	Essential
Is flexible and resilient and able to adapt quickly to new environments and challenges	Essential
Has good inter-personal skills and can establish positive relationships with multiple stakeholders	Essential
Is reliable and trustworthy, and able to work effectively with limited supervision	Essential
Sets an example of personal integrity and professionalism	Essential
Adheres to the ethos of the School	Essential
Promotes the vision and aims of the School	Essential
High degree of organisational and strategic thinking skills	Essential



# Staff Benefits

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## 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](http://www.ibstockplaceschool.co.uk)

## Staff benefits include:

- Cycle to work scheme
- Free breakfast and lunch (in term time)
- 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

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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 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

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           |                           |

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[www.ibstockplaceschool.co.uk](http://www.ibstockplaceschool.co.uk)



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