Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Information for Candidates

Examinations Manager

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 School

Ibstock 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 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



We are seeking to appoint an Examinations Manager who will be responsible for the management and administration of all public and internal examinations at Ibstock Place School.

As one of the School's recognised examinations specialist, the postholder will ensure that all examinations and assessments are administered efficiently, accurately and in full compliance with the regulations of the Joint Council for Qualifications (JCQ), awarding bodies and the School's own policies and procedures.

The Examinations Manager will oversee the entire examinations cycle, including candidate registrations, examination entries, timetable management, access arrangements, examination delivery, results processing, post-results services and certification.

The postholder will train and manage the School's invigilation team, ensuring the provision of a highly professional, responsive and compliant examinations service across the Senior School.

The postholder will take the advice and guidance of the Examinations Compliance Consultant and, working with that person, will determine a suitable distribution of associated tasks between them.

This is a permanent, term-time only role plus 10 additional working days during the Summer holidays.

Full-time working hours are Monday to Friday, 8.00am to 4.30pm (30 min unpaid lunch break), with a six months probationary period.

Start date on 1 January, 2027.

Salary from £37,000 - £42,000 per annum depending on experience and skills.

Deadline for applications - 15 November 2026.

Duties and Responsibilities

Management of the Examinations Function

- Manage all aspects of the examinations function within the School.
- Develop, implement and continually improve examinations systems and procedures.
- Ensure the School meets all regulatory requirements relating to examinations and assessments.
- Advise the Deputy Head (Academic) and other senior leaders on developments in examination regulations and best practice.
- Prepare annual examinations plans and operational timetables.
- Contribute to the strategic development of assessment and reporting processes within the School.
- Ensure appropriate contingency planning is in place for examination disruption or emergencies.

Public Examinations Administration

Take overall responsibility for:

- Candidate registrations and examination entries.
- Entry amendments, withdrawals and transfers.
- Secure management of examination data.
- Submission of information to awarding organisations.
- Administration of GCSE, A Level and other external qualifications.
- Administration of private candidates where appropriate.
- Production of candidate statements of entry.
- Timely completion of all awarding body deadlines.
- Administration of special consideration applications.
- Administration of reviews of marking, access to scripts and appeals.
- Distribution of examination results and certificates.

The Examinations Manager will act as the School's primary point of contact with awarding bodies including AQA, Pearson Edexcel, OCR, Cambridge International, WJEC/Eduqas and any other relevant awarding organisations.



Leadership of Internal Examinations

- Lead the planning and delivery of all internal examinations and mock examination periods.
- Produce annual internal examinations schedules.
- Coordinate examination rooming and logistics.
- Liaise with Heads of Department on examination papers and materials.
- Oversee the preparation and distribution of examination documentation.
- Ensure examination arrangements mirror public examination standards where appropriate.
- Review examination processes annually to improve efficiency and effectiveness.

Regulatory Compliance

Drawing on the support of the Examinations Compliance Consultant, the Examinations Manager is responsible for ensuring that the School remains fully compliant with:

- JCQ General Regulations for Approved Centres.
- JCQ Instructions for Conducting Examinations.
- JCQ Access Arrangements and Reasonable Adjustments.
- JCQ Suspected Malpractice Policies and Procedures.
- JCQ Instructions for Conducting Coursework and Non-Examination Assessments.
- Awarding body regulations and guidance.
- Relevant data protection requirements.

Duties and Responsibilities

The postholder will:

- Maintain expert knowledge of current regulations.
- Attend relevant professional training and updates.
- Ensure all examinations policies and procedures remain current.
- Produce and maintain the annual examinations handbook and associated documentation.
- Prepare for centre inspections and audits.
- Investigate and report examination irregularities where required.

Access Arrangements and Inclusion

Working closely with the Academic Mentoring Department, the Examinations Officer will:

- Coordinate the implementation of approved access arrangements.
- Ensure examination provision is compliant with JCQ requirements.
- Organise suitable accommodation, staffing and resources for eligible candidates.
- Monitor compliance throughout examination periods.

Management of Examination Operations

- Ensure the secure receipt, storage and handling of examination materials.
- Maintain systems for confidential materials in accordance with JCQ regulations.
- Produce seating plans and attendance registers.
- Coordinate examination venues and specialist equipment.



Line Management Responsibilities

Assistant Examinations Officer

- Recruit, train and develop the Assistant Examinations Officer where necessary
- Delegate responsibilities appropriately.
- Monitor workload and performance.
- Ensure appropriate succession planning and operational resilience.
- Provide guidance and professional support.

Invigilators

- Recruit, train and retain a high-quality team of invigilators.
- Organise and deliver annual training and updates.
- Prepare invigilation schedules.
- Monitor standards of practice.
- Ensure all invigilators understand and comply with current regulations.

Responsibilities



Communication and Stakeholder Management

- Provide expert advice and guidance to pupils, parents and staff.
- Develop productive working relationships with Heads of Department and pastoral leaders.
- Communicate examination procedures clearly and effectively.
- Prepare documentation and guidance materials for candidates and parents.
- Manage sensitive or complex enquiries relating to examinations and results.

Data Management and Reporting

- Maintain accurate examinations records and databases.
- Produce reports for senior leaders when required.
- Monitor key operational deadlines.
- Ensure confidentiality and accuracy of all examinations data.
- Support the analysis of examinations activity and operational effectiveness.

Person Specification

Qualifications	
Educated to A Level standard or equivalent.	Essential
Good GCSE passes (or equivalent), including English and Mathematics.	Essential
Examinations Officer professional qualifications.	Desirable
Relevant administrative or management qualifications.	Desirable
Experience	
Experience of managing complex administrative processes.	Essential
Experience of coordinating large-scale operational activity involving multiple stakeholders.	Essential
Experience of meeting strict deadlines in a high-pressure environment.	Essential
Experience of leading an examinations office.	Desirable
Experience of examinations administration within a school, college or similar educational setting.	Desirable
Experience of working with examination regulations and awarding bodies.	Desirable
Experience of managing staff.	Desirable
Experience of examinations management software such as Exams Organiser, Exam Centre, SIMS, iSAMS or equivalent.	Desirable

Person Specification

Knowledge	
Strong understanding of confidentiality and data protection principles.	Essential
Excellent understanding of quality assurance and compliance.	Essential
Thorough knowledge of public examination administration.	Desirable
Detailed knowledge of JCQ regulations and procedures.	Desirable
Familiarity with independent school assessment structures.	Desirable
Understanding of access arrangements administration.	Desirable
Skills and Attributes	
Exceptional attention to detail.	Essential
Outstanding organisational skills.	Essential
Excellent written and verbal communication skills.	Essential
Strong leadership and management abilities.	Essential
Ability to work calmly and effectively under pressure.	Essential
Excellent IT and database management skills.	Essential
Strong analytical and problem-solving skills.	Essential
Ability to build effective relationships across the School.	Essential
Absolute commitment to integrity, accuracy and confidentiality.	Essential

Person Specification

Personal Qualities
The successful candidate will demonstrate: • Professional credibility and confidence. • Sound judgement and discretion. • Resilience during busy examination periods. • Initiative and a proactive approach to problem solving. • Commitment to continuous improvement. • A collaborative and supportive approach to working with colleagues. • A strong commitment to safeguarding and promoting the welfare of children and young people.
Safeguarding Ibstock Place School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake enhanced DBS checks, reference checks and all other pre-employment safeguarding requirements.

Staff Benefits



Our aims and ethos

At Ibstock, we believe in nurturing kind hearts, inspiring curious minds, and guiding courageous futures.

These values shape everything we do – from how we support each pupil's personal growth to the way we create a dynamic learning environment and prepare them for life beyond school. Together, these values guide us in shaping compassionate, confident learners who are ready to embrace their future with heart, mind, and courage.

Kind Hearts

Curious Minds

Courageous Futures

Visit our website to find out more:
www.ibstockplaceschool.co.uk

Staff benefits include:

- Cycle to work scheme
- Free, high quality breakfast and lunch (in termtime)
- Defined contribution pension scheme for teaching staff and for support staff
- Strong commitment to ongoing training/ professional development
- 25 days annual leave + bank holidays for support staff
- Access to BUPA Employee Assistance Programme, including counselling services
- Staff Yoga, use of the swimming pool (at designated times) and the Strength & Conditioning studio
- Access to the School's BUPA health cover scheme (this is deducted monthly via payroll)
- Beautiful working environment near Richmond Park
- BHN Extras Scheme which provides discounts at retailers and other assorted benefits

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 2026 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.

Getting to Ibstock

Ibstock benefits from strong public transport links that make it easy for pupils, staff, and visitors to reach the campus. With nearby bus routes serving Roehampton and connecting directly to major hubs such as Putney, Richmond, and Hammersmith, the school sits within a well-established network of frequent services. Putney and Barnes railway stations are also within easy reach, offering rail connections across London.



Several bus routes from major mainline stations have convenient stops located on Danebury Avenue and Clarence Lane. For full details of all Transport for London routes serving the School, please click the link below.

View TFL Routes

If you're travelling by car, limited parking is available on the surrounding roads, with additional spaces at Roehampton Gate car park in Richmond Park.

Ibstock Place 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

Ibstock Place
CO-EDUCATIONAL DAY SCHOOL

Ibstock Place School,
Clarence Lane,
Roehampton,
London SW15 5PY
020 8876 9991
www.ibstockplaceschool.co.uk



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL