



# Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



## Information for Candidates

Head of Finance

# 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

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

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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 looking for an experienced **Head of Finance** to join our team.

The successful candidate will be a leader of the Finance team responsible to the Bursar for all aspects of its operation. The team currently consists of a Management Accountant, Sales Ledger & Fees Officer, a Purchase Ledger Officer, and a Payroll Officer.

The post holder will ensure the accuracy, completeness, quality and timeliness of all finance team outputs. They will act as the main point of contact for the finance function and for the relationship with the auditor.

This is a full-time, permanent role. The working hours will be from 8:00 - 16:30 with 30min unpaid lunch break (52 weeks per annum role). Ibstock operates a six-month probation period for teaching roles.

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

The start date will be **as soon as possible**.

**The closing date is 26 April 2026.**

# Responsibilities

- Leadership and management of the finance team, responsible for all aspects of staff management, review and appraisal.
- Maintain and update finance team policies, job descriptions, standing instructions and other relevant documents.
- Be responsible for the development of the finance team. Identify any skills shortfalls and training needs in the finance team. Develop and implement training plans to ensure full team capability and to ensure staff are dual skilled to provide cover during periods of absence.
- Build sufficient resilience in the team to ensure all finance function activities can be maintained during periods of planned and short-term unplanned staff absence or other disruption. Maintain a business continuity plan.
- Review and approve all finance team outputs.
- Produce timely, relevant and high-quality financial management information with a clear supporting narrative explaining variances and/or unusual transactions.
- Lead the preparation and filing of all statutory returns, including the annual accounts, Green House Gas, Gender Pay Gap, Charity Commission and Companies House returns.



- Ensure that: the annual audit goes smoothly; complete and accurate records are maintained to support the audit; all auditor requests for information are met in a timely fashion; there is a clear record of all year-end adjustments; and the financial statements reflect the agreed audit adjustments.
- Review quarterly VAT returns, ensuring returns are submitted on time and payments are made accordingly to schedule.
- Authorise payments within their delegated authority.
- Ensure a day-to-day positive cash position and an accurate forecast of cash movements is maintained.
- Prepare the annual budget for discussion with the Bursar and manage the annual budget process. Respond to management letter points.

# Responsibilities

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- Prepare and maintain (on behalf of the Bursar) guidance, instructions and letters of authority for Budget Holders.
- Act as the main point of contact for the School's Fees-in-Advance scheme, carry out day to day administration of the scheme and ensure that account balances are monitored and applied correctly to fees as they fall due.
- Act as the functional owner of the School's financial system, oversee the management accountant and other system users, and ensure action is taken as required to keep the system up to date and appropriate for the school's activities.
- Attendance at Finance & General Purposes Committee meetings and reporting on financial performance, budgets and KPIs.
- Prepare monthly management reports for senior management and governors.
- Deputise for the Bursar on financial [and other] matters as required.



# Person Specification

<b>Qualifications</b>	
Fully qualified accountant (ACCA, ACA, CIMA)	Essential
<b>Skills</b>	
High degree of organisational and strategic thinking skills	Essential
Excellent analytical and numerical skills whilst maintaining strong attention to detail	Essential
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
A commitment to teamwork, flexibility and generosity of spirit and the ability to forge working relationships with all members of the school community	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
A sense of humour and proportion and the ability to self-manage successfully, especially under pressure	Essential
An unswerving desire to support the values and aims of the School and the needs of its pupils and staff	Essential

# Person Specification

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<b>Skills</b>	
Highly numerate and at ease analysing and presenting educational data	Essential
Excellent analytical and numerical skills whilst maintaining strong attention to detail	Essential
The ability to inspire confidence and respect amongst colleagues, pupils and all relevant audiences	Essential

# 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](http://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

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## How to apply

To apply for the role, please complete our application form and submit it, by email: [hr@ibstockplaceschool.co.uk](mailto:hr@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 2025, 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



An inspiring  
place to  
**flourish**

- 1 Dance Studio
- 2 Macleod House
- 3 Priory Wing
- 4 Theatre
- 5 Wellbeing Centre
- 6 Drama Studio
- 7 Armadillos
- 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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