Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Information for Candidates

Full-time Receptionist

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 a **full-time Receptionist** to join our team. The primary focus of the Receptionist role is to serve as the first point of contact for the School, offering a warm and professional welcome to all visitors and ensuring a positive and lasting first impression.

This is a permanent, full-time, 52 weeks per year role (40hrs per week) - Monday to Friday from 7.30am to 4.00pm (with 30 min unpaid lunch break) or 9:30 - 6.00pm (30 min unpaid lunch break).

The School operates a six months probationary period for all staff.

Start date **as soon as possible**.

Salary £28,010 per annum.

Deadline for applications - 22 November 2026.

Duties and Responsibilities

- Greeting visitors to the school, signing in and out, issuing security passes. Ensure that safeguarding procedures are followed in regard to visitors and incoming calls. Providing necessary hospitality.

- Ensuring that the Reception is kept tidy and serviced throughout the day.

- Dealing with enquiries, whether by e-mail, post, telephone or in person, politely, efficiently, and effectively.

- Act as the School's point of contact for all incomming communications to ensure that they are answered in a timely and professional manner. Take and deliver messages as appropriate.

- Deal effectively with School post and ensure that information is passed to relevant staff in a timely manner. Open and distribute of incoming post; preparing outgoing post for despatch; ensure the franking machine is topped up and properly maintained and consumables ordered as required.

- Dealing with enquiries from pupils, staff, parents and external agencies.

- Stock control of office stationery and replenishing as required.

- Assist the Attendance Officer with pupil registration (if required).

- Receiving deliveries and keeping safe. Organising distribution as appropriate.



- General office duties e.g. typing, completing internal forms, e-mailing, filing and database entry.

- When the fire alarm sounds, collecting the pupil attendance and visitor registers and attending the assembly point to report this information to the appropriate member(s) of staff.

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.

- Ad hoc duties as required.

Person Specification



- Embody the values of Ibstock Place School, demontsrating loyalty to the school and its ethos.
- A responsible, courteous and willing individual with good communications skills.
- Displays commitment to the protection and safeguarding of childeen and young people.
- Is able to maintain the strictest confidentiality and integrity at all times.
- Is able to work collaboratively with others.
- Is able to plan time effectively and be well organised.
- Is able to think strategically.
- Has a balanced sense of perspective.
- Has outstanding IT skills.
- Has a keep eye for detail.
- Has an excellent command of spelling, punctuation and grammar.
- Is suitably experienced for the position.

Person Specification

Experience, Knowledge and Understanding	
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



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

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