



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Information for Candidates

Security and Maintenance
Operative

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 **Security and Maintenance Operative** to join our team.

This is a full-time, permanent role.

Hours of Work:

1. During term time a total of 8 hours per day including unpaid refreshment breaks totalling one hour (7 hours per day, 35 hours per week), **between the hours of 12.00 and 20.00**, as directed by the Facilities Manager.
2. During half term and the holidays, a similar number of hours per day, between 0700 and 1700 hours, as directed by the Facilities Manager.
3. Extra hours, including weekends, may be worked by mutual agreement with the Facilities Manager. Weekend work is an enhanced rate.

Requirement for the role:

- Clean Full Driving licence + D1 preferable

Start date **as soon as possible**.

Salary will be **£28,568.00 per year**.

The deadline for applications is **19 October 2025**. *We reserve the right to start the interview process as soon as applications are received.*

Duties and Responsibilities

- Under the direction of the Facilities Manager, to carry out such tasks to aid the maintenance of the school buildings, equipment, stores etc. including painting, decorating, cleaning, sweeping, repairing and any other necessary task.
- Where applicable and as directed, to unlock and open or lock and secure the school buildings including the security alarms at times reasonably directed by the Facilities Manager.
- To report and refer any observed safety hazards in any areas within the school campus to the Facilities Manager.
- To be aware of and act in accordance with the Health and Safety at Work Act 1984 and other such legislation.
- To ensure the safe custody of all the keys and codes for which responsible.
- Where applicable, dealing with established outside contractors for services both on emergency and routine matters within specific agreements laid down by the Facilities Manager.
- To ensure that all maintenance equipment is fully serviceable and kept in good working condition as directed by the Facilities Manager.
- To maintain any records of repair work outstanding, allocation of tasks, fire practice records and any other records etc. As directed by the Facilities Manager.
- To provide additional assistance as reasonably directed by the Facilities Manager. These tasks could include the setting out of halls and rooms for assemblies, functions or meetings, vehicle maintenance, carpentry, gardening, general labouring assistance and the provision of event security.
- Drive the minibuses to transport pupils in accordance with rules and regulations of the highway code and following the school's minibus policy.
- To supervise the site during your working shift.
- To undertake training where required and as the Bursar may deem fit.

Other duties may include:

- If contacted by the Police, Central Station or Member of Staff on an alarm or security matter, to attend the school during silent hours and to take appropriate action, keeping the Facilities Manager informed at all times.
- To assist with the maintenance and cleaning of the swimming pool in order to ensure that the correct conditions are maintained.
- To be aware at all times of the vital importance of school security and to act immediately on any breaches or likely risks to staff, pupils and members of the public who are on school premises legitimately.

Person Specification

- Embody the values of Ibstock Place School, demonstrating loyalty to the school and its ethos;
- A responsible, courteous and willing individual with good communication skills;
- Displays a commitment to the protection and safeguarding of children 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;
- Has a balanced sense of perspective;
- Is suitably experienced for the position.

Person Specification

Experience, Knowledge and Understanding	
Clean Full Driving licence + D1 preferable	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
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

Staff Benefits



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
- 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



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 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



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CO-EDUCATIONAL DAY SCHOOL

Ibstock Place School,
Clarence Lane,
Roehampton,
London SW15 5PY
020 8876 9991

www.ibstockplaceschool.co.uk

An inspiring
place to
flourish

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|--------------------|--------------------|--------------------------|---------------------------|
| 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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