



# Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Attendance Officer and  
Safeguarding Administrator  
Information for Candidates





# About Ibstock Place School

Ibstock Place School is an independent co-educational day school for pupils aged 4 to 18. The school occupies a ten-acre site on the edge of Richmond Park in Southwest London.

An urban location with a beautiful botanical feel, Ibstock is the perfect home for scholarly exploration and adventure. Championing co-education since our founding in 1894, we have created a diverse environment that reflects real-world communities and workplaces.

Our school is oversubscribed, with assessed entry at the age of four for Kindergarten (Reception). There is a competitive entry examination at the age of eleven and most pupils in the Prep School proceed on into the Senior School.

# Head's welcome

This is an opportunity to play an integral part in a school with a rich history, at the vanguard of change. Educational.



Ibstock is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum, we engender in our pupils the courage and ambition which they will need to succeed. At the same time, our fierce commitment to outstanding pastoral care means that our pupils are generous and self-aware, ready to make a positive contribution to the societies of tomorrow. We hope that you will be inspired by all that you read, and we thank you for your interest in Ibstock.

Mr Chris Wolsey  
Headmaster





# About the role

## Attendance Officer and Safeguarding Administrator

We are seeking to appoint a full time Attendance Officer and Safeguarding Administrator.

The role will require the person in post to provide administrative and operational support on all issues related to raising standards of pupil attendance and punctuality.

The position will report directly to the Deputy Head (Pastoral).

This is a 52-week role, Monday to Friday, 8am to 4:30pm, 25 days annual leave, with a six months probationary period.

Further information on the role is set out in the Job Description.

We are looking to recruit a person who:

- Displays a commitment to the protection and safeguarding of children and young people
- Is able to plan time effectively and be well organised
- Is flexible and resilient and able to adapt quickly to new environments and challenges
- Has good inter-personal skills and can establish positive relationships with multiple stakeholders
- Is reliable and trustworthy, and able to work effectively with limited supervision
- Sets an example of personal integrity and professionalism
- Adheres to the ethos of the school
- Promotes the vision and aims of the school



# Job Description

## Responsibilities

- To receive telephone calls from parents/carers related to absence and lateness and monitoring the School's Parent Portal for notice of absence.
- To contact parents for pupils not in School or are persistent absent/late
- To ensure all relevant information regarding absence and lateness is correctly recorded in the Schools registration software
- To inform relevant staff when correct register procedures are not followed in-line with the attendance policy
- To provide general clerical and administrative support related to attendance and punctuality e.g., photocopying, filing, completing forms, responding to routine correspondence
- To play an active role in monitoring and promoting pupil attendance both in School and in individual classes. This will involve close liaison with office staff and hourly monitoring of the School's Live Registration system
- To routinely monitor attendance after lesson transition and ensure the School's registration procedures are water-tight
- To follow-up with teaching staff if a class is not registered for each lesson of the day, including music lessons, and to raise any procedural concerns directly with the Deputy Head (Pastoral)
- To be the 'first contact and first on the ground' to search for a pupil who has failed to arrive for a timetabled lesson or is believed to have left the School site without permission





# Job Description

- To monitor prevailing trends and patterns of absence for individual pupils, particularly those identified as vulnerable or at risk, producing weekly attendance reports for the DSL
- To play an active role in informing future policy on attendance and lost and missing children and an eagerness to engage with current national legislation and emergency national policy
- To inform discussion around physical security measures within the School in order to prevent unsupervised access to the School site. This will involve sitting on the Health and Safety Committee
- To ensure that signage and notice boards are kept up-to-date, including emergency and safeguarding policy and procedures
- To assist the Senior Management Team in monitoring the extent to which the rota for the staff supervision of pupils before school, at break, lunch and after-school serves its purpose, and is reliably implemented by the teaching staff
- To complete accredited training for a Designated Safeguarding Lead
- Join the team of Deputy Designated Safeguarding Leads and attend operational safeguarding meetings
- Act as a point of contact for safeguarding partners on attendance matters
- To offer administrative support to the School's Safeguarding Team, particularly on matters of attendance and pupils transferring to and from the School
- To be fully aware of and understand duties and responsibilities from 'Working Together to Improve School attendance' and 'Keeping Children Safe in Education' in relation to School attendance.



## 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](mailto:recruitment@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 2023, 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.





# Working at Ibstock

## 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.

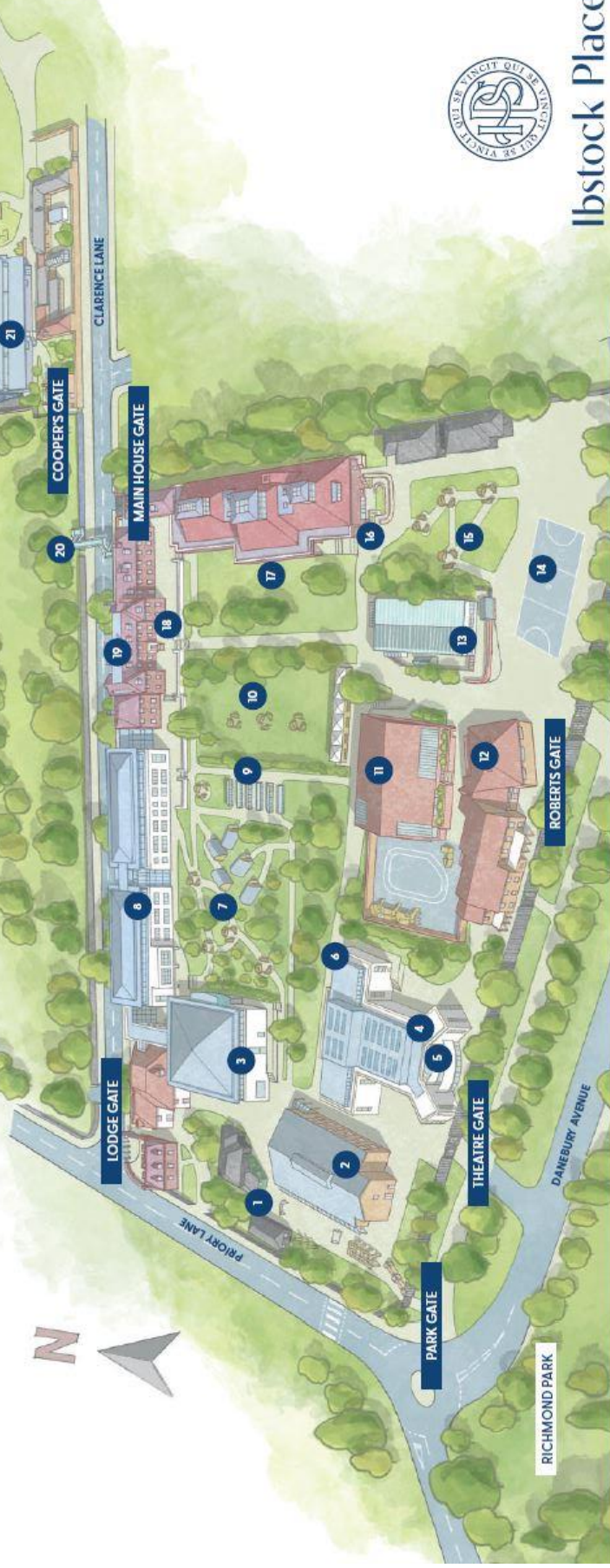
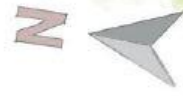
- A joyful, nurturing culture
- Ambition to achieve
- Rooted in kindness
- An inspiring place to flourish
- Feet on the ground, eyes on the future

Visit our website to find out more:  
[www.ibstockplaceschool.co.uk](http://www.ibstockplaceschool.co.uk)

## Staff benefits include:

- Cycle to work scheme
- Childcare Voucher scheme
- Free breakfast and lunch (in termtime)
- Teachers' Pension Scheme for teaching staff and a pension scheme for support staff
- Commitment to training/development
- 25 days annual leave + bank holidays for support staff
- 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)

# 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 Roberts 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           |                           |

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

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





# Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



@ibstocksenior / ibstockprep



@IbstockSenior / IbstockPrep



@IbstockPlaceSchoolOfficial



@Ibstock Place School



@IbstockPlaceSchoolOfficial