



*Consultancy @*  
The Independent Association  
of Prep Schools

# Consultancy@IAPS



A Professional and Affordable Consultancy  
Service for Member Schools.

**Launching Autumn 2021**

## Introduction

Consultancy@IAPS, launching in autumn 2021, is building a team of consultants to help and advise member schools on a range of areas. Consultancy services will be in addition to the range of services which already exist for members at no cost and which will remain unaffected.

All consultancy services will be provided by experienced or accredited consultants, with knowledge of the independent prep school sector. Fees will be competitive and affordable.

We expect there will be many heads who will be keen to use their significant experience to help member schools by joining Consultancy@IAPS services.

The amount of work for each consultant will vary depending on demand, but we would hope to engage our consultants on a regular basis.

If this is of interest to you, please read through the following additional information including the application procedure below.

### **Consultancy services will include:**

1. Recruitment – Heads and senior staff
2. Targeted school improvement projects
  - School strategic and development planning
  - Marketing and promotional advice
  - Restructuring and change management projects
  - Inspection preparation
3. Personnel development
  - Coaching and mentoring Heads
  - CPD - Heads and senior staff
  - Appraisals - Heads and senior staff
  - Career planning - Heads and senior staff
  - Interview practice - Heads and senior staff
  - Pension advice - Heads
  - Senior staff and governance relationships
4. Financial advice
  - Merger and acquisition advice
  - Salary reviews - Heads and senior staff



## **The role**

Consultants will be required to:

- Respond to school requests for advice and consultancy services
- Build and manage relationships with clients
- Deliver clear advice, both written and oral

Recommended qualifications:

- Accreditation through University of Buckingham – See application procedure
- Enhanced DBS check

Range of experience that will be desirable in delivering the services:

- Knowledge and understanding of the independent preparatory school sector
- Experience as a senior leader or manager in schools
- Experience as a corporate senior finance officer
- Experience as an educational/financial consultant

In delivering the services, consultants may be required to:

- Examine and interpret complex issues
- Speak and present confidently in group settings
- Have excellent verbal and written communication skills
- Build strong, trusted client relationships

You will not be expected to have experience in all areas. Consultants will have the opportunity to highlight individual areas of expertise and interest on the application form.



## **Application procedure**

### **Stage 1 - Application**

Please fill in and return the application form.

### **Stage 2 - Accreditation**

To ensure the highest standards of consultancy, all applicants must undertake an accreditation qualification, via the University of Buckingham. The cost of accreditation is £409, payable on application. Applicants will be required to attend the University of Buckingham for one day, either in person or online.

### **Closing date**

We are looking to establish a large team to offer instant services to our schools. We are happy to consider applications to join the team at any time.

### **Contract**

Consultants will not become employees of IAPS but instead be Freelance and appointed on a 'For Services' contract as and when schools request relevant consultancy. The amount of work offered will vary depending on demand but we would hope to engage our consultants each term. Consultants will be engaged for a maximum of 5 years and will be required to have individual business insurance.

### **Equal opportunities**

Consultancy@IAPS is committed to ensuring that applicants from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age. For further information, please [click here](#).

### **Safeguarding**

Consultancy@IAPS is committed to safeguarding and promoting the welfare of children, and applicants must share this commitment. Applicants will undergo child protection screening appropriate to the post, including reference checks and an enhanced DBS. Successful applicants will be asked to sign up to the DBS update service.





## How to apply:

[Click here for an application form](#)

## Contact us

For an informal chat about the role, contact **Chris Davies**

[consultancy@iaps.uk](mailto:consultancy@iaps.uk)



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