

# Bancroft's

Independent Co-educational Day School 7-18

Job pack for the position of

# Storekeeper





# Welcome from the Head

Thank you for your interest in joining our vibrant, friendly and purposeful Bancroft's School community. Whatever their role, all Bancroft's colleagues work in a spirit of shared endeavour to create the conditions for our pupils to enjoy their time at school, to be inspired and supported to do their best, and to be ready to thrive in their adult lives.

Bancroft's is a long-established 7-18 independent school with an excellent reputation for academic success within a holistic and nurturing educational framework. Highly regarded and much sought after in the local market, the School is financially robust with a clear and positive vision for the future. Though proud of our traditions, we are open-minded and imaginative in our approach to staff recruitment. We are especially keen to hear from applicants who would add to the ever-increasing diversity of our workforce.



On the teaching side we welcome colleagues from the state and independent sectors as well as those joining the profession as Early Career Teachers. Our teachers benefit from extensive professional development and enjoy working with bright, highly motivated pupils across the full range of academic, pastoral and co-curricular contexts and pursuits.

We recruit support staff from a wide range of professional backgrounds and are equally keen to consider candidates versed in the education sector as well as those who bring transferable experience and additional perspectives. Ongoing training of support staff is a high priority and we are proud to develop colleagues' skills during their careers with us.

Please look at our website and the information in this pack for a more detailed understanding of what a role at Bancroft's could offer you. I hope we have the opportunity to meet you at interview.

With best wishes

*Alex Frazer*

**Alex Frazer**  
Head of Bancroft's



*Watch  
our pupils  
interview  
Alex*

## Our School *Values*



Balance



Kindness



Excellence



Curiosity



Integrity



Courage



# Being Bancrofts



**240**  
clubs and activities

Co-Educational Day School  
**founded** in  
**1737**



**4 Houses**

*North  
East  
West  
School*

**71%**

of all **GCSE** papers graded at **9-8** in 2025

**A\*-A**

**75%** of **A Levels** were graded **A\*-As** in 2025

**250 Staff Members**

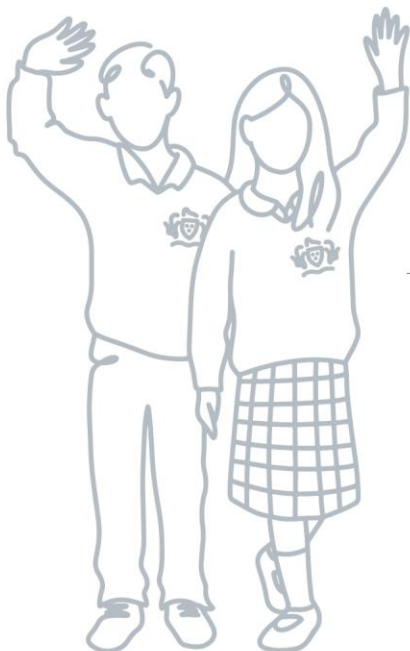


**17 acres** of playing fields



**1080 sports fixtures** in 2024/2025

**8200 books** borrowed from the library in 2025



Located on the border of **London** and **Essex** with direct access to **Epping Forest**



**1150** pupils aged between **7-18** who join at **7+, 11+ or 16+**

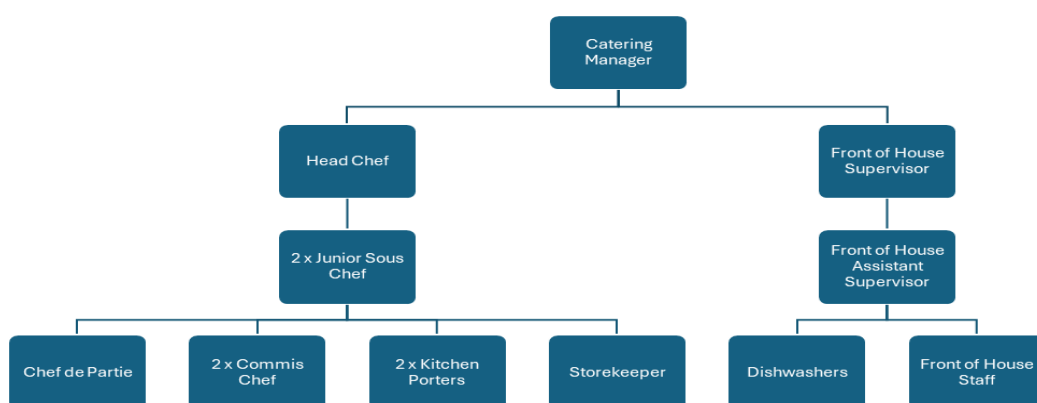
**95%** of our Year 9 pupils participate in the **Duke of Edinburgh's Award**



# The *Department*

The Catering Department is at the heart of Bancroft's, ensuring our 1200 pupils and over 250 staff are provided with nutritious and tasty lunches throughout the 34 weeks of term.

Headed up by the Catering Manager, the team numbers some 26 staff and is organised as follows:



Food is our passion and sits at the heart of the school. We ensure the quality and variety of our ingredients and use local produce wherever possible. All our menus are based on homemade food. The same level of care and dedication is applied by our chefs and supporting front of house service teams.



# The *Role*

Reporting into the Junior Sous Chefs, the role of Storekeeper is crucial to ensure the smooth operation of our catering department, directly supporting food production and service delivery. The Storekeeper is responsible for the efficient management of all food and beverage supplies, ensuring stock availability, safety and hygiene in accordance with relevant regulations.

With a flexible and proactive approach, you will ensure that the procurement, stocks management and distribution of goods is efficiently and effectively fulfilled.

## **Working Hours**

The post is 35 weeks per year, term time, 34 weeks including INSET days plus 5 additional days to be agreed with your line manager. The working hours are 40 hours per week, Monday to Friday 6.30am to 3.00pm with 30 minutes unpaid lunch.

## **Remuneration**

The salary range for the full time role is £25,910 - £26,910 based upon experience. See below for details of the benefits packages.



# The *Person*

## Person Specification:

	Essential	Desirable
<b>Education</b>	GCSE in Maths and English (or equivalent).	Food Hygiene Certificate (e.g., Level 2 Award in Food Safety in Catering). A full clean driving licence.
<b>Experience</b>	Experience in a store-keeping, stock control, or inventory role. Experience in applying HACCP principles.	Experience within a catering, hospitality, or food service environment.
<b>Skills</b>	IT Literacy (Competent in using computers for data entry, email communication, and using basic inventory/stock management software or spreadsheets). Strong attention to detail. Strong communication skills. Good organisation skills. Good interpersonal skills. Strong problem-solving skills. Ability to remain calm under pressure. Fluent spoken and written English.	
<b>Personal Qualities</b>	Team player with minimum supervision. Physical stamina and fitness. Ability to stand for long periods, manually handle deliveries, including lifting and moving stock/roll cages in ambient, chilled, and frozen environments. Punctual. Adaptive to change, and flexibility with working hours. Hard worker.	

# Key *Responsibilities*

Below is a summary of the key responsibilities of the Storekeeper

## **Procurement and Receiving:**

- To order, receive, and inspect all incoming food, beverages, and supplies against purchase orders and invoices. This includes conducting essential temperature checks on chilled and frozen goods and checking for any damage or non-compliance issues, reporting discrepancies to management.

## **Ordering & Procurement Support**

- Generate purchase requests based on minimum stock levels and operational needs.
- Place orders with approved suppliers and follow up on purchase orders.
- Coordinate with procurement to verify pricing, delivery dates, and supplier performance.
- Maintain accurate records of all orders placed and received.

## **Stock Management and Storage:**

- To store all food and supplies safely and appropriately (dry stores, fridges, freezers).
- To ensure correct stock rotation, primarily using the First In, First Out (FIFO) methodology to minimise wastage and spoilage.
- To maintain minimum and maximum stock levels to avoid over or under-stocking.
- To conduct regular, periodic and perpetual stocktakes.
- To maintain accurate records and control costs.

## **Operational Support:**

- To liaise effectively with suppliers, delivery drivers, chefs, service staff and other internal teams regarding orders and stock levels.
- To manage the safe handling of deliveries, including manual handling and the use of equipment like roll cages or trolleys.
- To assist with other general catering or cleaning duties as required by management.

## **Hygiene and Compliance:**

- To ensure all storage areas (loading bays, dry stores, chillers, freezers, waste yard) are kept clean, sanitary and free from obstacles.
- To adhere strictly to HACCP (Hazard Analysis and Critical Control Points) procedures, food safety legislation and allergen management policies.

## **Issuing and Distribution:**

- To prepare and issue supplies and requisitions to the kitchen, front of house and specific locations, ensuring all issues are properly documented.

# Key *Responsibilities*

## Administration and Reporting:

- To maintain accurate records of all stock movements using stock management systems.
- To report any discrepancies, non-compliance issues or equipment malfunctions to management.



# Working at Bancroft's

Bancroft's offers a generous benefits package, including:

 <p><b>Competitive</b> salaries</p>	 <p><b>Pension scheme</b> options – TPS or our Defined Contribution Scheme</p>	 <p><b>Income Protection</b> Insurance</p>	 <p><b>Death in Service</b> Insurance</p>
 <p><b>Complimentary</b> lunches</p>	 <p>Use of school <b>gym</b> and <b>swimming pool</b></p>	 <p>Optional <b>subsidised private</b> health care</p>	 <p><b>Fee</b> remission for children of staff members</p>
 <p>Friendly and welcoming <b>common room</b>, which organises regular <b>social events</b></p>		<div style="text-align: center;"> <p><b>Location</b></p>  <p><b>Essex</b></p> <p><b>London</b></p> <p>Right next to <b>Epping Forest</b> which creates a peaceful and countryside feel whilst being so close to London and transport links.</p> </div>	
 <p>Outstanding <b>support</b> for ECTs</p>	 <p>Generous <b>holiday</b> allowance</p>	<p><b>Closest Stations:</b></p> <p><b>Woodford</b> (underground)</p> <p><b>Chingford</b> (overground)</p>	
 <p><b>Cycle to work</b> scheme</p>	<p>Commitment to supporting ongoing <b>professional development</b></p>	<p><b>Travel Options by Bus:</b></p> <p><b>179   397   657   20</b></p>	

At Bancroft's, we believe that diverse teams are stronger teams and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging. To enable us to make reasonable adjustments, please let us know of any physical or learning differences (including neurodivergence) when you submit your application.

## In their *own words*...



**Alice Grimwood**  
Teacher of Biology  
and Junior Housemistress  
*Joined in 2012*

"I love that I can teach much more than just Biology! My other loves have also found a home and I'm often up mountains either skiing or on gold Duke of Edinburgh."



**Laura Mason**  
Second in Charge of English  
and Head of Year (Sixth Form)  
*Joined in 2023*

"Moving from a city 200 miles away for a relocation, I knew I had to find the right school where I would be happy as I settled into London life."



**Ananthi  
Amirthananthar**  
Teacher of Chemistry  
*Joined in 2023*

"Teaching here is progressive, collaborative, and forward-thinking, allowing me to hone my skills while being part of something exciting."



**Nathan Bugg**  
Design and Technology Teacher  
*Joined in 2024*

"I was at Bancroft's for my second PGCE placement. This was a very positive experience; I found all the staff to be open and supportive and students were engaged and keen to be challenged in their learning."

### Hannah Nadasan-Mead



Teacher of Religious  
Studies and Junior  
Housemistress  
*Joined in 2016*

"I feel valued at Bancroft's, and I appreciate that there does not seem to be a strong sense of hierarchy, rather the pursuit of shared goals across the staff and student body."



**Tara Bird**  
Prep Class Teacher and  
Head of PSHEE and RS  
*Joined in 2023*

"Bancroft's Prep has a culture of acceptance and kindness. Everyone, children and staff, are considered and valued. I feel like that is what sets Bancroft's apart from other schools."



**John Raw**  
Teacher of Biology  
*Joined in 2012*

"I love the fantastic classroom environment - students and teachers alike have a genuine love for learning and this is reflected in the level of focus in lessons as well as the great discussions that occur both in and out of the classroom."



**Daniel Siggins**  
Director of IT  
*Joined in 2011*

"Bancroft's is a truly special place. The culture here is one of attentive professionalism, thoughtfully prioritising the needs of everyone in the community, while also finding joy in everything we do, even in the face of adversity."

## In their *own words*...



**Rachael Doogan**  
Head of Academic Drama  
and Activities Co-Ordinator  
*Joined in 2022*

“The culture is supportive, with strong foundations of listening and kindness. Teachers also have a lot of autonomy in the classroom which I haven't seen at other schools.”



**Diana Kondrasina**  
Catering Team  
*Joined in 2022*

“At Bancroft's, we're each a piece of a shared puzzle that fits together with care. Watching our pupils grow is a daily privilege.”



**Alistair Whibley**  
Teacher of History, Head of Year,  
and CPD Co-ordinator  
*Joined in 2021*

“It is hard not to feel a sense of pride in being part of the Bancroft's community on a regular basis - watching performances, celebrating success, and witnessing acts of kindness.”



Talk  
Education

“Bancroft's pupils are an aspirational, hard-working bunch, with plenty aiming for and winning places at top universities including Oxbridge, UCL, LSE, Imperial College London, Durham, Bristol and Edinburgh.”



**Amanda Clark**  
Prep School Administration  
Assistant and Lead First Aider  
*Joined in 2009*

“The children are at the heart of everything I love about my role. Their curiosity, energy, and creativity bring so much life to the school. Each day is different, and their excitement for learning is infectious.”



The Good  
Schools Guide

“A contemporary, forward-looking school, with traditions but without entitlement. Academic excellence a given, it is the opportunities offered outside the classroom which ultimately set Bancroftians up for life.”

## And the *award* goes to...

Winner of the

**Alice Rose  
Award for Innovation  
in Education**

recognising schools where children feel nurtured, supported, and free to grow.



Winner of the

**Pastoral  
Care Champion  
Award 2025**

celebrating excellence in wellbeing and pastoral support.



Finalist for

**London  
Independent School  
of the Year 2025**

one of only six schools shortlisted across the capital.



# How to Apply



To apply for this position through *My New Term*, please submit a completed application form by following the link on our [Vacancies Page](#).

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and expects all staff, contractors, Governors and volunteers to share this commitment.

Successful candidates will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In line with KCSIE, Bancroft's will carry out online searches on shortlisted candidates as part of the process of assessing suitability.



*Scan or click  
to view our  
vacancies page*

