Bancroft's
Prep

Candidate Information Pack

Prep Office Assistant

Required from January 2027



Welcome from the Head

Thank you for your interest in joining the enthusiastic, committed and cheerful team here at Bancroft's Prep School. Whatever our role, all of us take great pride in creating a truly special environment where the children love to learn and the staff love to work!

Bancroft's is a long-established 7-18 independent school with an excellent reputation for academic success within a holistic and nurturing framework. The Prep School, for ages 7-11, is an integral part of the whole School whilst maintaining its own distinctive character.

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 applications who would add to the ever-increasing diversity of our workforce.

We have recently completed a merger with two local schools- Woodford Green Preparatory School and St Aubyn's School – providing additional opportunities for staff, especially support staff, to work across the Bancroft's Family of School.

On the teaching side we welcome colleagues from the state and independent sectors as well as those joining the profession as Early Careers 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 the 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.

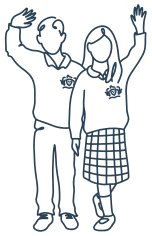
With best wishes

Joe Layburn
Head of Bancroft's Prep

Bancroft's in *numbers*

A warm and lively school community, with a great deal going on!

1150
PUPILS aged
7-18



78% of all **GCSE** papers in 2026 were graded at **9-8**

75% of **A LEVELS** in 2026 were graded **A*-A**

ENTRY POINTS at
7+ 11+ 16+

4
HOUSES
North, East, West & School

Co-educational day school **FOUNDED** in
1737

240
CO-CURRICULAR CLUBS
across the whole school

More than **1,000**
SPORTS FIXTURES
annually across the school

7,600
ALUMNI network members **WORLDWIDE**

95%
Year 9 pupils participate in the **DofE AWARD**

Over **100**
PERFORMANCES
across the school year

35
RESIDENTIAL TRIPS
take place each year

611
individual **MUSIC LESSONS** per week

3 schools in the
BANCROFT'S FAMILY OF SCHOOLS

St. Aubyn's School
Bancroft's Independent Co-educational Day School 7–18
Woodford Green Preparatory School EST 1932

The five strands of our *Being*Bancroft's framework

- Community
- Creativity
- Futures
- Physical Activity
- Scholarship

Located on the border of **LONDON** and **ESSEX** with direct access to **EPPING FOREST**

A view from *above*

A peaceful, leafy setting beside Epping Forest, with excellent links into London.



1 Senior School

2 Prep School

Click here to see more



West Grove *Sports* Ground

A short drive from the main school, with pitches for rugby, football, cricket and athletics, tennis courts and a strength and conditioning gym.

Click here to see more

Working at Bancroft's

Bancroft's offers a generous benefits package, including:

Competitive salaries

Pension scheme options – TPS or our Defined Contribution Scheme

Staff wellbeing platforms and services

Death in Service Insurance

Complimentary lunches

Use of school **gym** and **swimming pool**

Optional **subsidised private** health care

Fee remission for children of staff members

Friendly and welcoming **common room**, which organises regular **social events**

Outstanding **support** for ECTs

Generous **holiday** allowance

Cycle to work scheme

Commitment to supporting ongoing **professional development**

Location



Right next to **Epping Forest** which creates a peaceful and countryside feel whilst being so close to London and transport links.

Closest Stations:
Woodford (underground)
Chingford (overground)

Travel Options by Bus:
179 | 397 | 657 | 20

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.

The *Department*

The Prep Office sits at the heart of the Prep School and provides a warm welcome as the first point of contact for all visitors.

Our team is comprised of the Prep Office Manager and 3 Prep Office Assistants, who work together collaboratively to support the Prep School with all general administrative tasks and provide first aid to the pupils.



The *Role*

This is an exciting administrative opportunity to work in a vibrant and supportive environment. Working as part of a team, you will provide administrative support to ensure the smooth running of the school, including pupil welfare, and general office duties reporting to the Prep Office Manager.

The role also includes responsibility for administering first aid to the pupils, aged 7-11 years.

Working Hours

The post is Term-time, including Inset days (34 weeks) plus 10 days to be worked during the school holidays. The working hours are Monday to Friday 9.30am to 5.30pm with half an hour's unpaid lunch.

The role will be office based. Some flexibility to occasionally work to cover early morning/after school supervision, Parents' Evenings and Open Mornings would be beneficial.

Remuneration

The salary range for the role will be £23,570 - £24,570 per annum (actual salary), based upon experience.



The *Person*

Person Specification:

	Essential	Desirable
Education	GCSE level 5-9 in Maths and English or equivalent experience.	Administrative qualification First Aid qualification
Experience	Experience of working in a busy office environment Experience using databases including Microsoft Office, Word and Excel	Experience of working within a school environment Previous experience of dealing with children aged 7-11 years Experience using school Management Information System (eg iSAMS)
Skills	**Team Player** Works collaboratively with staff and contributes to a supportive working environment **Professional Communication Skills** Able to represent the school professionally and warmly in all interactions—whether face-to-face, over the phone, or via written communication—with parents, visitors, and colleagues **Strong IT skills** Proficiency in Microsoft Office, Word and Excel	Knowledge of PowerPoint Safeguarding / Child Protection awareness

The *Person*

	Essential	Desirable
Personal Qualities	**Warm and Welcoming Presence** A genuinely positive individual who is kind and approachable, especially towards children, and who contributes to the friendly atmosphere of the school **Self-Starter and Independent Worker** Demonstrates initiative and can manage tasks independently with minimal supervision, while also knowing when to seek guidance or collaborate **Sense of Humour** Brings a cheerful and resilient attitude to the team **Confidentiality** Ability to maintain confidentiality inside and outside the workplace	



Key *Responsibilities*

Below is a summary of the key responsibilities of the Prep Office Assistant.

Administrative Duties:

- Support with front office operations including monitoring telephone calls, greeting and recording visitors in accordance with School guidelines, and handling enquiries
- Maintain accurate pupil records and update school databases
- Support staff with photocopying, filing and documentation preparation
- Complete general administrative tasks including preparing letters, booklets and reports, responding to emails, proof-reading, updating the school calendar
- Coordinate school communications including newsletters and parent correspondence
- Distribute lost and unclaimed property

First Aid and Pupil Welfare:

- Provide first aid to pupils aged 7-11 in accordance with school policy and training
- Maintain accurate records of incidents and treatments administered

Co-Curricular Events:

- Support the administration and practical organisation of co-curricular activities, including clubs, fixtures, trips and school events.
- Assist with arrangements, registers, communications and pupil supervision for co-curricular activities, where required.
- Assist with the organisation and preparation of school events, meetings and parent communications.

Pupil Supervision:

- Supervise children during break times when required
- Accompany pupils on school day trips if needed; (Occasionally residential trips are open to support staff too



Key *Responsibilities*

General Duties:

- Ensure confidentiality and safeguarding procedures are followed at all times
- Support school events and activities as required including Parents' Evenings and Open Mornings
- Occasional back-up if needed for Early Morning Supervision or After School Care
- Undertake training relevant to the role, including First Aid certification

In their own *words*

Personal reflections from colleagues across Bancroft's.



"

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 and the great discussions that occur."

JOHN RAW

Teacher of Biology *(Joined in 2012)*



"

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."

TARA BIRD

Prep Class Teacher and Head of PSHEE and RS *(Joined in 2023)*



"

I feel valued at Bancroft's.

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."

HANNAH NADASAN-MEAD

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



"

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."

RACHAEL DOOGAN

Head of Academic Drama *(Joined in 2022)*

In their own *words*

Personal reflections from colleagues across Bancroft's.



Bancroft's is a special place.

The culture here is one of attentive professionalism, seeking to find joy in everything we do."

DANIEL SIGGINS

Director of IT *(Joined in 2011)*



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."

DIANA KONDRASINA

Member of the Catering Team *(Joined in 2022)*



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 is a joy."

ALISTAIR WHIBLEY

Teacher of History, Head of Year, and CPD Co-ordinator *(Joined in 2021)*



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."

AMANDA CLARK

Prep School Administration Assistant and Lead First Aider *(Joined in 2009)*

Recent Awards and Recognition

Bancroft's has received national recognition for its academic provision, pastoral care, innovation and co-curricular opportunities. We are so proud to see the efforts of our pupils, staff and families acknowledged on this national scale.

2026

WINNER
Best SEND School
The Week Independent Schools Guide, Best of the Best Awards

FINALIST
London Independent School of the Year
Independent Schools of the Year Awards (second year running)

FINALIST
Pastoral Care & Wellbeing
Talk Education Awards

FINALIST
Inclusive SEN Provision
Education Choices Awards

TOP THREE
Best Sixth Form
The Week Independent Schools Guide

2025

WINNER
Pastoral Care Champion
School House Awards

JOINT WINNER
Alice Rose Award for Innovation in Education
Talk Education Awards

WINNER
Essex Tennis School of the Year (and national finalist)
LTA Tennis Awards 2025/26

FINALIST
London Independent School of the Year
Independent Schools of the Year Awards

"The school provides a broad and ambitious curriculum that prioritises both academic achievement and pupils' wellbeing."

ISI INSPECTION 2025

"A contemporary, forward-looking school, with traditions but without entitlement."

THE GOOD SCHOOLS GUIDE

"A rich tapestry of cultures and backgrounds, and a healthy, happy attitude to learning."

TALK EDUCATION

How to Apply

Apply through My New Term

To apply for this position, please complete the application form using the link on our **vacancies page.**

CLICK HERE TO APPLY

Safeguarding and Recruitment

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.

