

Bancroft's

Independent Co-educational Day School 7-18

Job pack for the position of

Kitchen Porter





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*

70%

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

A*-A

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

250 Staff Members

17 acres of playing fields

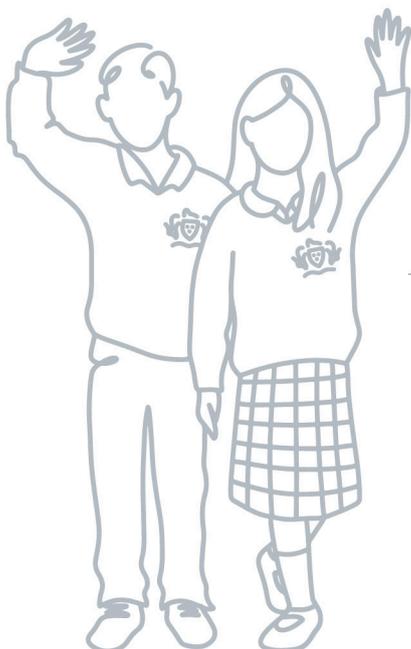
511 sports fixtures in 2024/2025

8200 books borrowed from the library in 2024/2025

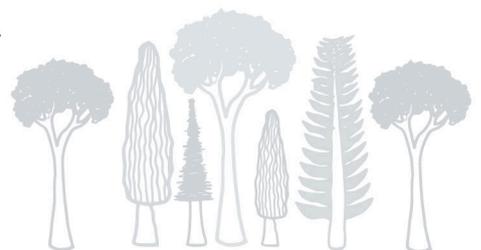
17

511

8200



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 headed by our Catering Manager who leads a team comprising of the Head Chef, Junior Sous Chefs, Chef De Partie, Commis Chefs, Front and Back of House Supervisors, Food Services Assistants and Kitchen Porters.

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 of 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 *Person*

The role of Kitchen Porter is an essential link in ensuring the smooth running of the kitchen operation. Working to tight timescales whilst being flexible and understanding of school activities, the role requires a team player but also someone that can work with all catering team members in a harmonious and co-operative manner to maintain a good working and professional atmosphere.

The main responsibilities are to assist in the kitchen with deliveries, washing up and general cleanliness, to carry out all work in an industrious manner so that work is completed in a timely manner and to ensure the job responsibilities are carried out in line with Bancroft's standards. This role reports to the Sous-Chefs / Head Chef.

The working hours for this role are Term Time (34 weeks) plus 5.4 weeks (27 days) during school holidays, 40 hours per week on a shift rota namely, 07:00 – 15:30, 08:00 – 16:30 and 09:00 – 17:30 with half an hour unpaid lunch.



The *Person*

Person Specification:

	Essential	Desirable
Education		Level 2 Food Safety Certificate
Experience	<p>Worked in a similar environment</p> <p>Experience of catering in a busy, large scale operation</p> <p>HACCP, Risk Assessments and Manual Handling experience</p>	
Skills	<p>Ability to stand for long periods of time</p> <p>Physical dexterity and ability to lift heavy objects and goods.</p> <p>Speak fluent English</p> <p>Team worker</p> <p>Adaptive to change</p> <p>Ability to cope under pressure, in a calm and efficient manner to a set deadline</p>	
Personal Qualities	<p>Punctual</p> <p>Flexibility with working hours</p> <p>Hard worker</p>	

Key *Responsibilities*

Below is a summary of the key responsibilities of the Kitchen Porter.

Goods Deliveries

- To receive fresh, frozen, grocery and cleaning goods and check deliveries as directed.
- To put away heavy goods received being mindful of safe practices, tidy storage and stock rotation.
- To transport heavy goods and other catering related items into the kitchen or serving area as required.
- To ensure that all goods being delivered or collected are maintained in a safe and undamaged condition.
- To deliver and/or collect buffets or other items to/from other parts of the site as directed.
- To demonstrate a commitment to improving and developing the organisation's processes and facilities.

Pot Washing

- To clean the allocated light and heavy catering equipment using instructions and cleaning materials.
- To transport light and heavy catering equipment and other catering related items as required.
- To carry out pot washing duties in accordance with the rota or as directed.

General Cleaning

- To assist with plate wash and return of clean crockery/cutlery etc to the service area as required.
- To assist with the general cleanliness and tidiness of all areas in the kitchen, service and dining areas as directed or on a cleaning rota.
- To remove waste regularly during the day to the designated area
- To carry out general cleaning duties in accordance with the cleaning rota or as directed.

Key *Responsibilities*

Replenishment of materials

- To maintain the chemical store as directed.
- To maintain all kitchen towels/paper rolls as directed.

Food Preparation

- To assist with any food preparation as directed.

Hygiene Health and Safety

- To adhere to all hygiene, health and safety requirements as required by law and outlined in our training and procedures.
- To bring to your line manager's attention any shortfalls in your area of work or anything else you see.
- To ensure you work safely with regard to yourself, colleagues and pupils in your nominated area.

Personal

- Your appearance and manner reflect the Bancroft's School and site uniform requirements.

Other

- To carry out all duties in an industrious and timely manner.
- To work with all catering team members in a harmonious and co-operative manner to maintain a good working and professional atmosphere.
- To adhere to any School rules and requirements including, but not limited to, signing in and out of work.
- To carry out any other duty that may be reasonably requested.
- To attend training courses and/or meetings as may be reasonably required and notice given.
- To take an active part in meetings, training and promotions.
- To work in different outlets/sections of the catering team as required.

Working at Bancroft's

Bancroft's offers a generous benefits package, including:

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



Tia
Leaver, 2024

"Not only does Bancroft's push you to be the best version of yourself academically, but it also helps to shape you as an all-rounder."



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."



Matthew
Leaver, 2024

"My journey at Bancroft's over the past eleven years has been nothing short of incredible. The school has consistently fostered my intellectual curiosity and provided a fertile ground for creativity across all my interests and passions."



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."



Cressida
Leaver, 2024

"The academic support I have received has enabled me to achieve more than what I believed I could, which I am so thankful to my teachers for."



Talk Education
2024

"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."



The Good Schools Guide
2023

"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."

How to Apply

To apply for this position, please complete an application form through *My New Term*:
<https://mynewterm.com/jobs/102875/EDV-2025-BS-62155>



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.



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vacancies page*

