

# Bancroft's

Independent Co-educational Day School 7-18

Job pack for the position of

# PA to the Pastoral Office





# 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**  
Head of Bancroft's



*Watch  
our pupils  
interview  
Alex*

## Our School *Values*



Balance



Kindness



Excellence



Curiosity



Integrity



Courage



# BeingBancrofts



**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**

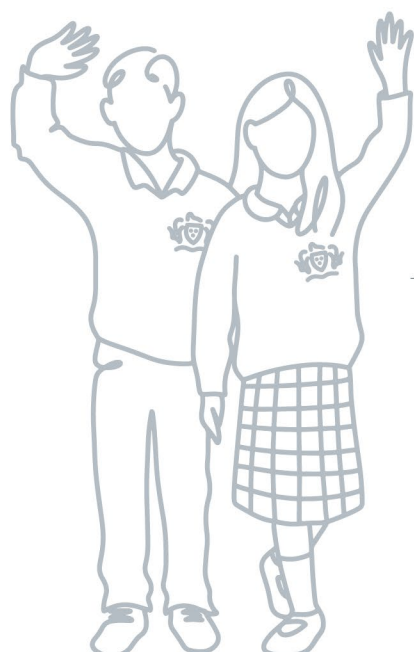
**acres** of playing fields

**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*

Located within the heart of the Senior School main building, our Pastoral Office works closely with pupils, parents and teachers to ensure that each Senior School pupil is understood, supported and empowered.

The Pastoral Office comprises our Deputy Head, Pastoral (DHP) who is also the Designated Safeguarding Lead, and the Assistant Head, Pastoral (AHP), also one of the Deputy DSLs. These two manage the eight House staff, four Senior and four Junior respectively, and these in turn are each responsible for the pastoral and academic well-being of pupils in their sections of the House.

There are four Houses: North, East, West and School and every pupil belongs to a House throughout their time in the Senior School. Tutor groups are organised by year group and House to reinforce a sense of belonging and identity within the wider school. Form tutors are also an important part of the pastoral structure and a daily point of contact for pupils.

Heads of Year, the Assistant Head (Pupil Personal Development), the School Nurses, the Learning Support department, the School Chaplain and the School Counsellors are also called on at different times by the Pastoral Team, according to the situation, to form a team around the pupil and to contribute to the wider pastoral support network.

The pupils are at the centre of everything that we do and the successful candidate will relish the chance to be a part of that.

# The *Role*

We are seeking a passionate and dedicated PA to the Pastoral Office to support the operational leadership and management of the Pastoral Office.

The Pastoral Office is a busy and dynamic place in which no two days are the same. The right candidate will be able to embrace both administrative and process-based activities, which support the smooth running of the office and ensure that we remain compliant in our safeguarding and attendance responsibilities. In addition, there is the crucial human dimension; sensitivity, compassion and discretion are essential when dealing with pupils and parents, as well as staff and representatives from external agencies.

This is an immensely fulfilling role for the right candidate, who would sit at the heart of the Senior School and be able to make a positive impact on the experience of our pupils.

## **Working Hours**

The post is term time (34 weeks per year), including INSET days plus 10 additional days to be worked during the school holidays and agreed with your line manager. The working hours are Monday to Friday 8.00am to 4.30pm with 30 minutes unpaid lunch, totalling 40 hours a week.

## **Remuneration**

The salary range for the role is £31,200 to £35,200 based upon experience (Full time equivalent £39,000 to £44,000)

See below for details of the benefits package.



# The *Person*

## Person Specification:

	Essential	Desirable
<b>Education</b>	GSCE level 5-9 in Maths and English or equivalent	
<b>Experience</b>	Experience of working in a busy office environment	Pastoral / safeguarding experience in a school
<b>Skills</b>	<p>A high standard of written fluency</p> <p>A good working knowledge of Microsoft Word and Excel</p> <p>Strong interpersonal skills with all staff, pupils, parents and representatives from external agencies</p> <p>The ability to work and collaborate with the wider pastoral team</p> <p>The ability to remain calm and measured when dealing with pupils and staff</p>	<p>Knowledge of CPOMS (Child Protection Online Management System) and iSAMS (Independent Schools Admin Management System)</p> <p>Current knowledge and understanding of DfE attendance codes and statutory reporting duties regarding attendance</p>
<b>Personal Qualities</b>	<p><b>Warm and Welcoming Presence</b> A genuinely positive individual who is kind and approachable, especially towards children, and who contributes to the friendly atmosphere of the school</p> <p><b>Self-Starter and Independent Worker</b> Demonstrates initiative and can manage tasks independently with minimal supervision, while also knowing when to seek guidance or collaborate</p> <p><b>Sense of Humour</b> Brings a cheerful and resilient attitude to the team</p> <p><b>Confidentiality</b> Ability to maintain confidentiality inside and outside the workplace</p>	

# Key *Responsibilities*

Below is a summary of the key responsibilities of the PA to the Pastoral Office.

## **Attendance:**

- To act as the School Attendance Champion, responsible for oversight of daily attendance register and collating and reporting trends/concerns to DHP & AHP including:
- To extract the half termly reports for the relevant Pastoral leaders and Academic office
- To send in iSAMS a half termly standard attendance email to all Senior School parents
- To distribute weekly registration reports to Tutors
- To extract weekly code reports, liaise with the Front Office and House staff in instances of inaccurate absence codes and missing data
- To liaise with tutors where there is an unexplained absence
- To liaise and make referrals to CME regarding Children Missing in Education or long-term absentees (ie non-leavers missing for 10 consecutive school days or more)
- To write to parents where required, in agreement with the House staff

## **Safeguarding:**

- To promote a culture to safeguard and ensure the welfare of our children and young persons (for whom you are responsible and with whom you come into contact)
- To understand and always comply with statutory guidance set out in the current Keeping Children Safe In Education (KCSIE) and other relevant school policies
- To support the needs of the Pastoral Office, DHP & AHP
- To support pupils who come into the Pastoral Office by assessing / triaging their needs to understand whether further support required by the Housemistress/Housemaster (Hsm), DHP, AHP or School Nurses
- To work with sensitive information and maintain confidentiality
- To maintain the pupil pastoral flags and 'red' pastoral pupils using CPOMS, SharePoint and iSAMS
- To work with the Front Office and members of the Pastoral team to locate a missing pupil
- To liaise with external agencies where required i.e. local authority (children's services), police etc on behalf of DHP or AHP
- To maintain a record of local authority referrals
- To send safeguarding files for pupils who have left after confirming they are off roll / on roll elsewhere
- To collate safeguarding files and chase nil returns for new pupils and enter them onto CPOMS

# Key *Responsibilities*

- To manage and gather information regarding welfare check requests from external agencies
- To liaise with counsellors regarding rooming, referrals and pupils' appointments
- To maintain a record of any additional sessions provided to pupils outside the initial block of 8
- To maintain safeguarding records for all senior school staff CPD
- To liaise with the Head of Department / HR team to arrange a Safeguarding briefing with the DHP / AHP for new members of staff
- To organise and maintain records of specific Safeguarding Child Protection training for Hsms and other key pastoral staff i.e. Level 3 training

## **CPOMS Administration:**

- To manage and update CPOMS with new user information
- To arrange CPOMS training for new members of staff
- To annually and when required update CPOMS user permissions and alerts

## **Admin:**

- To assist in managing the diaries of the DHP and AHP as required
- To answer the phone, screen calls, take and relay messages
- To schedule and arrange meetings (internal and external) and organise events as required by the Pastoral Office
- To meet and greet parents, showing an understanding of the needs of people from different cultural, ethnic and language backgrounds
- To minute meetings, prepare agendas & relevant documents, initiate actions from such meetings
- To prepare and send material including large mailings (either electronically or postal) for parental communications
- To work with the PA to Chief Operating Officer (COO) to ensure relevant Safeguarding training is passed to the Governors
- To arrange agenda and liaise with the Safeguarding Governor, at points in the year to visit and spend time with pupils
- To work with the DHP & AHP to identify and improve pastoral processes, particularly with regards to inspection
- To be involved with new processes, ensuring initial trial period is overseen and any required changes are put in place in an effective manner
- To type and proof-read correspondence
- To undertake other similar duties and activities that fall within the grade and scope of the post as directed by the Senior Leadership Team (SLT) during the absence of other Admin staff

# 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>		<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> <p><b>Closest Stations:</b>  <b>Woodford</b> (underground)  <b>Chingford</b> (overground)</p> <p><b>Travel Options by Bus:</b>  <b>179   397   657   20</b></p>	
 <p>Outstanding <b>support</b> for ECTs</p>	 <p>Generous <b>holiday</b> allowance</p>		
 <p><b>Cycle to work</b> scheme</p>	<p>Commitment to supporting ongoing <b>professional development</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.



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to view our  
vacancies page*

