

# Bancroft's

Independent Co-educational Day School 7–18

Job pack for the position of

# Commis Chef









# 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



# 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

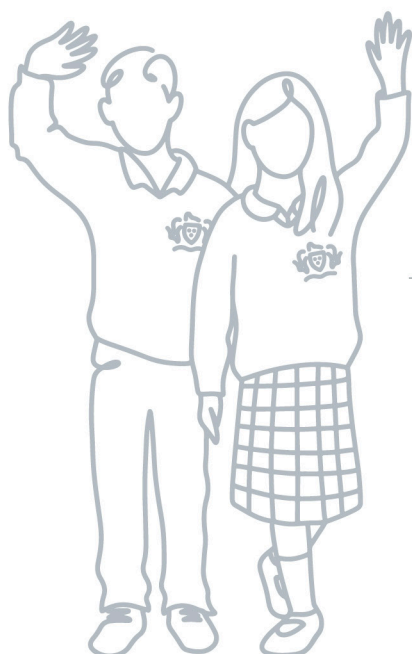
A\*-A  
75% of **A Levels**  
were graded  
**A\*-A**  
in 2025

250 **Staff**  
Members

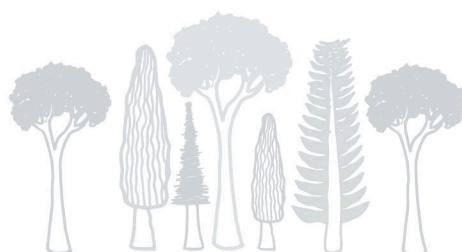
17  
**acres** of  
playing fields

511  
**sports** fixtures  
in 2024/2025

8200  
**books** borrowed from  
the library in 2024/2025



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*

We are looking for a talented Commis Chef to assist with food preparation, a quality food receipt, storage of food and production. They will provide quality meals for colleagues and our students by following designated recipes to meet with Bancroft's School's food standards.

The role of Commis Chef 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 someone that can work with all the catering team members in a harmonious and co-operative manner to maintain a good working and professional atmosphere.

This role will be line managed by the Chef De Partie and will report directly to the Junior Sous-Chef.

This role is full time at 40 hours per week and term time (34 weeks) plus 2 weeks, including the INSET days. Working hours are Monday to Friday, 7:00am – 3:30pm with a half an hour unpaid lunch break. Flexibility will be required in line with the needs of the School as arranged with the Line Manager.



# The *Person*

**Person Specification:**

	Essential	Desirable
Education	NVQ Qualification 1	NVQ Qualification 2  Intermediate food hygiene certificate
Experience	Experience with goods receiving and manual handling  Worked in pastry, garnish, salad and sauce sections	Experience in catering busy, large scale operation  HACCP, Risk Assessments and Manual Handling experience
Skills	A flair and enthusiasm for cooking with fresh quality ingredients	
Personal Qualities	A positive approach to menu planning and development of the catering service  Ability to cope under pressure, in a calm and efficient manner to set deadlines	

# Key *Responsibilities*

Below is a summary of the key responsibilities of the Commis Chef

## **Food Preparation**

- Under supervision to ensure the quality of food prepared on every occasion is up to the Bancroft's School food standard.
- To ensure food is produced as requested by the Chef/Sous-Chef and in timely manner.
- To ensure all work is carried out in a tidy, well organised and orderly manner.
- To ensure required documentation is completed as required.
- Work in different sections in kitchen as required.

## **Hygiene Health and Safety**

- To co-operate and adhere to any Bancroft's School health and safety requirements.
- To co-operate with any changes in statutory and Bancroft's School requirements and ensure such changes are introduced such that no breaches of requirements occur.
- To identify any breaches of hygiene, health and safety requirements to the Chef/Sous-Chef.

## **Menu Planning**

- To keep informed of new innovations and trends.
- To co-operate to maintain a portfolio of information of past events and information useful for future events and menus.
- To participate in any measures agreed to promote better food choices amongst pupils and staff.

## **Ordering, Receipt and Storage of Goods.**

Under supervision of the Chef/Sous-Chef to assist as requested with the following:

- Ensure all goods delivered are checked to comply with the goods received Bancroft's School procedure.
- Ensure goods delivered are checked for quantity and quality and appropriate action taken for any goods below standards.
- Ensure all goods are put away and stored to comply with good practice and Bancroft's School safe procedures and in line with hygiene procedures.



# Key *Responsibilities*

- Ensure all fresh foods delivered are personally checked for quantity and quality and appropriate action taken for any goods below standard.
- Ensure all storage areas are kept in good order with rotation of stocks.
- Assists stock takes of storeroom, refrigerators, freezers and kitchen as directed.

## **Budget and Financial**

- Follow agreed portion controls, as specified by Chef/Sous-Chef.
- Ensure any items returned to stores are recorded in appropriate place and communicated to Chef/Sous-Chef.
- Ensure you follow agreed method of food production e.g. batch cooking that keeps excess production to a minimum.

## **Management of Personnel**

- Report any adverse performance and conduct variations to the Chef/Sous-Chef and agree the strategy for dealing with it.
- To adhere to any School rules and requirements including, but not limited to, signing in and out of work.
- Your appearance and manner reflect the Bancroft's School and site uniform requirements.

## **Other**

- Liaise with other team members, school personnel, customers as required.
- Attend weekly, monthly meetings or training courses as directed by the Chef/Sous-Chef.
- To take an active part in meetings, training and promotions.
- To adhere to any Bancroft's school rules and requirements, including but not limited to signing in and out of work.
- 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 carry out any other responsibilities as may be reasonably requested.

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

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 through **My New Term**, please submit a completed application form by following the link on the 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

