

Bancroft's

Independent Co-educational Day School 7-18

Job pack for the position of

Examinations Assistant





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



2025 WINNER
TE Awards
for Innovation
in Education



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

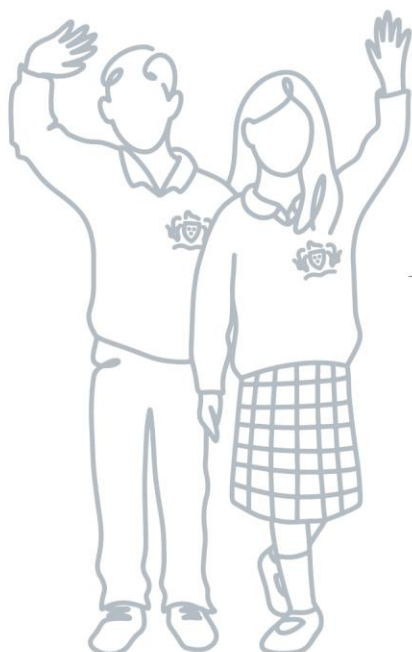
1080



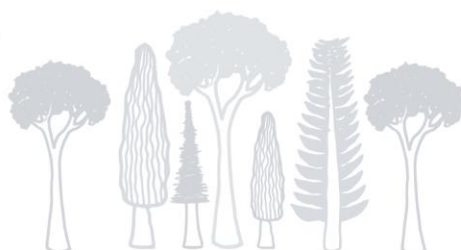
sports fixtures
in 2024/2025

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 *Role*

The Examinations Assistant supports the Examinations Office by liaising with examination boards, the Senior Leadership Team, Heads of Department, teachers, support staff, pupils, parents/carers, and invigilators to ensure the smooth delivery of external examinations, internal examinations (including mock examinations and academic competitions) and other assessments such as university entrance examinations.

The role contributes to the efficient operation of a high-quality examination service, encompassing the registration, collation, management, and certification of all examinations and assessments.

Working Hours

This is a part time role, working 3 days a week, Term time including INSET days (34 weeks) plus 2 additional weeks during the Summer holidays (in August) to cover the weeks of the external examination results.

In terms of the actual hours to be worked, you should be able to work flexibly and adapt to meet the changing demands of the Examinations Office throughout the academic year, with flexible use of hours to maximise availability during key periods, including examination preparation, the examination season, and results.

In general, the working hours will be:

- Examination periods (12 weeks) – 8.00am to 5.00pm
- Non-examination periods (24 weeks) – 8.00am to 3.30pm

With thirty minutes unpaid lunch

In agreement with the Examinations Officer, any additional hours worked can be taken back during the quieter weeks in October and November.

Remuneration

The salary range for this part-time role is: £15,011.00- £16,083.00 (FTE £33,052.00 - £35,413.00), based upon experience. See below for details of the benefits package.



The *Department*

The Examination Department is responsible for the administration, planning, management and conduct of all examinations, both external and internal, ensuring all activities involved comply with the relevant regulations and policies.

The department comprises the Examinations Officer and a bank of invigilators, and operates under the umbrella of the Academic Office, headed up the Deputy Head Academic. It collaborates closely with various internal teams to facilitate the smooth and efficient execution of examinations.

The *Person*

Person Specification:

	Essential	Desirable
Education	A well-rounded general education with strong literacy and numeracy skills	Evidence of continuous professional development
Experience	Experience of using computerised administration systems Experience of working in an administrative role in a fast-paced office environment	Good understanding of the education sector, particularly independent schools Experience of working within an examinations department Experience of managing entries and results through examination board systems Experienced in iSAMS or other school management information systems
Skills	Competent in Office 365, with the ability to quickly acquire expertise in other computing software Strong attention to detail and the ability to work to a high level of accuracy Ability to work under pressure and to tight deadlines Excellent interpersonal and communication skills Ability to work effectively as the member of a team, as well as independently Good problem-solving skills An understanding of how to handle sensitive data of a confidential nature, with all aspects of examination procedures	Proficient in using SharePoint

The *Person*

	Essential	Desirable
Personal Qualities	Flexible approach to work Self-motivated with an enthusiastic and positive approach Hardworking and reliable Honesty and integrity	



Key *Responsibilities*

Below is a summary of the key responsibilities of the Examinations Assistant.

- To assist the Examinations Officer in preparing and administering external examinations in line with JCQ regulations, CAIE, and other awarding body rules, ensuring a consistent, secure, and compliant assessment process.
- To support the preparation and administration of mock examinations (in years 11 and 13), academic competitions and university entrance examinations.
- To assist with the dissemination of information regarding public examinations to staff, pupils, and parents, including statements of entry, timetables, and examination regulations, ensuring accurate and timely communication.
- To support the examinations officer in producing student guides, examination booklets, and examination posters for examination venues, and ensure notices are posted on relevant pupil and staff noticeboards.
- To ensure sufficient examination stationery and materials are available for all assessments, including question papers, answer booklets, desk cards, and other required resources, maintaining organised storage.
- To support the training and briefing of invigilators, providing guidance in the absence of the Examinations Officer.
- To coordinate and create the invigilation timetable, communicate examination schedules (dates, times, number of candidates), and assist in resolving timetable clashes with suitable arrangements for affected pupils, including supervision.
- To support the daily running of examinations, ensuring all required materials are in place for the start of each session and that checklists, seating plans, and regulations are followed.
- To assist with the secure collection and dispatch of completed candidates' scripts to awarding bodies in accordance with regulations.
- To be present to assist during results days, including the release of public examination results to students, which may involve extended hours, and support related post-results processes such as enquiries about results and remark requests.
- To support the management, checking, and distribution of certificates following examinations, including arranging posting of uncollected certificates.
- To liaise with the Deputy SENCo to ensure arrangements for candidates with special educational needs are in place and update relevant information in iSAMS.

Working at Bancroft's

Bancroft's offers a generous benefits package, including:

 Competitive salaries	 Pension scheme options – TPS or our Defined Contribution Scheme	 Income Protection Insurance	 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	Location  Closest Stations: Woodford (underground) Chingford (overground) Travel Options by Bus: 179 397 657 20		
 Outstanding support for ECTs	 Generous holiday allowance	Right next to Epping Forest which creates a peaceful and countryside feel whilst being so close to London and transport links.	
 Cycle to work scheme	Commitment to supporting ongoing professional development		

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*

