

# Bancroft's

Independent Co-educational Day School 7-18

Job pack for the position of

# Graduate Sports Assistant (Fixed Term)





# 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



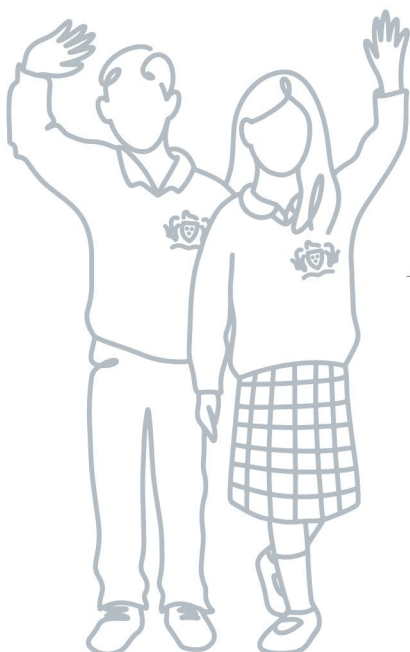
**1080**

**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*

Bancroft's is an academic school which believes firmly in educating the whole child and that sport - both elite sport and 'sport for all' - is integral to this. Sport at Bancroft's plays an important role within the wider education of our students and it enjoys a high profile within the school.

We have a proud sporting tradition; our sports teams compete at an impressive standard and have gained National recognition in a variety of sports. We also believe that it is important to imbue all our children with a lifelong enthusiasm for participatory sport.

Sport, Physical Education and Exercise are well-resourced at Bancroft's. There are more than 14 specialist teachers, coaches and Graduate Sports Assistants who are overseen by the Director of Sport and Fitness. This enables a wide range of activities and opportunities, within a programme that offers a lot of teams in traditional sports as well as other games and fitness opportunities.

Curriculum PE is compulsory for all students until the sixth form and offers a variety of activities including swimming, gymnastics, fitness, badminton, volleyball and table tennis. Lessons are generally taught in mixed ability groups. Each year group also has a timetabled Games afternoon where the major sports of Hockey and Rugby (Autumn Term), Hockey and Netball (Spring Term), Cricket, Tennis and Athletics (Summer Term) are taught within ability groups.

Competitive sports fixtures take place on Saturday morning, as well as mid-week, and are complemented by strong inter-house competitions in all areas. Major overseas sports tours have also become a regular aspect of the sporting life at the school.



# The *Role*

The Graduate Sports Assistant will help to build on the current sporting success enjoyed by the Prep and Senior School. We are an academic school but we believe firmly in educating the whole child and that sport- both elite sport and 'sport for all'- is integral to this. Our sports teams compete at an impressive standard, including in national competitions. We also believe that it is important to imbue all our children with a lifelong enthusiasm for participatory sport. The Graduate Sports Assistant will need to demonstrate an ability to work cheerfully and effectively with the children across PE and particularly in Girls' Hockey, Girls' Netball and Girls' Cricket. Extra-curricular activities and clubs are a big part of life at our school and the Graduate Sports Assistant will need to take an enthusiastic part in this area too. This is an exciting opportunity to help develop sport in a vibrant and supportive environment.

This post is fixed term from 1 September 2026 to Friday 2<sup>nd</sup> July 2027.

## **Working Hours**

This post is Term Time only (34 weeks, including Inset Days), 35.5 hours per week. The normal working days are Monday-Saturday. For three weekdays the working hours are 9:30am- 17:30pm with an hour's unpaid lunch, and for the other two weekdays the working hours are 9:30am- 15:45pm with an hour's unpaid lunch, The days will differ each term, based upon the fixtures and training sessions and will be notified at the beginning of each term. The working hours on a Saturday will be dependent on Sport's fixtures (a maximum of 5 hours).

## **Remuneration**

The salary for the role will be £20,805.84 per annum (actual salary). See below for details of the benefits package.

## **Accommodation**

Shared accommodation with other members of staff is available close to the School site, at a reasonable rate.



# The *Person*

## Person Specification:

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	<p>Degree</p> <p>Maths and English GCSE's (or equivalent)</p>	<p>Sports/Science related degree</p> <p>Relevant coaching, refereeing or umpiring qualifications</p> <p>Representative honours at high level</p>
<b>Experience</b>	<p>A sportsperson who has played at a high level in either Netball, Hockey or Cricket with a good background knowledge of the School's Girls' core sports (Netball, Hockey, Athletics, cricket and Tennis)</p>	<p>Experience of coaching particularly in either Netball, Hockey or Cricket</p>
<b>Skills</b>	<p>Excellent communication skills with all age groups and stakeholders in the Bancroft's community</p> <p>Sports coaching skills</p> <p>Organised and efficient at administrative tasks with a good range of ICT skills</p> <p>Strong team player</p> <p>Ability to develop and maintain good working relationships with pupils and colleagues</p>	<p>Outstanding coaching skills particularly in either Netball, Hockey or Cricket</p>
<b>Personal Qualities</b>	<p>Sufficiently mature and confident to act as a role model to young people</p> <p>Enthusiastic, positive and self-motivated with a desire to inspire and pass on their skills to young people</p> <p>Hard working and flexible</p> <p>A passionate interest in physical education and games</p>	

# Key *Responsibilities*

Below is a summary of the key responsibilities of the Graduate Sports Assistant.

- Coach and run the Girls' Netball Hockey and Cricket teams as appropriate
- Select, referee and supervise teams representing the school in sporting activities
- Assist the Director of Sport in specialist coaching, during the term, on Saturday's and also in additional tournaments / competitions, pre-season training as required
- Carry out administration related to the smooth running of the Sports Department. This will include maintaining the sports department's web pages, assisting in fixture arrangements, updating sports notices, social media notices and news, school displays, assisting in risk assessments and carrying out general maintenance and auditing of equipment
- Manage pupil learning through effective teaching and coaching to ensure continuity, enjoyment, progression and cohesiveness
- Work effectively as a member of the Sports Department team to ensure that the quality of teaching, coaching and learning is consistently high
- Use a variety of methods and approaches to match the range of pupils' different needs and abilities and ensure that there is an equal opportunity for all pupils to perform to the best of their ability
- Set high expectations for all pupils and deepen their knowledge and understanding of what it is to lead an active and fulfilling life
- Attend departmental meetings
- Assist in hosting opposing school pupils and their staff and parents at fixtures. This will include meeting, greeting, officiating and supervising pupils including the arrangements for post-match refreshments
- Cover for absent colleagues as required
- Liaise effectively with parents and carers

## **General Responsibilities:**

- Carrying out school policy, including the school safety policy, in the context of the department
- Supporting the use of ICT within the Department
- Presenting the Department at Open Days etc. and in promotional material
- Ensuring that the facilities used by the department, including equipment and teaching areas, are maintained in an appropriate condition
- Keep up to date with school policies and formal procedures which will include the safeguarding of children, First Aid, Health and Safety and other relevant legislative requirements.

# 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.”

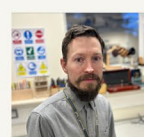


Ananthi  
Amirthananthar

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.



←  
*Scan or click  
to view our  
vacancies page*

