

Bancroft's

Independent Co-educational Day School 7–18

Candidate Information Pack

Grounds Manager

Required from November 2026



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.



We have recently completed a merger with two local schools – Woodford Green Preparatory School and St Aubyns' School – providing additional opportunities for staff, especially support staff, to work across the Bancroft's Family of Schools.

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.

Our School *Values*



Balance



Kindness



Excellence



Curiosity



Integrity



Courage

With best wishes

Alex Frazer

Alex Frazer
Head of Bancroft's



*Watch
our pupils
interview
Alex*



BeingBancrofts



240
clubs and
activities

Co-Educational
Day School
founded in
1737



4 Houses *North
East
West
School*

250 Staff
Members

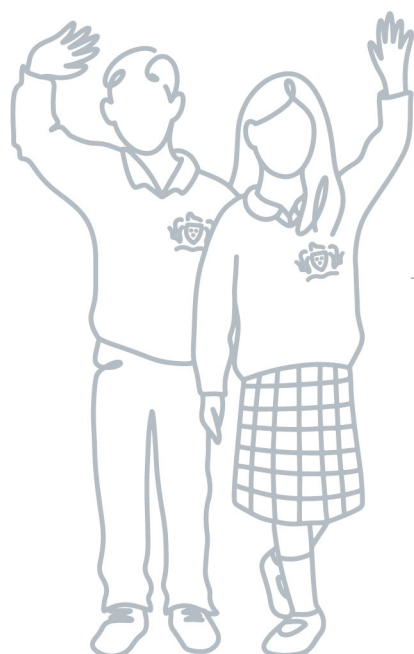
77%
of all **GCSE**
papers graded
at **9-8** in
2026

A*-A
75% of **A Levels**
were graded
A*-A
in 2026

17
acres of
playing fields

511
sports fixtures
in 2025/2026

8200
books borrowed from
the library in 2025/2026



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 Operations Department plays a key role within the School, responsible for the management, oversight and delivery of all planned and reactive maintenance and the preparation and maintenance of our sports pitches and grounds across our estate including our sports ground, West Grove, which is a short drive from the main school. As we transition to the harmonisation and integration of support services across the Bancroft's Family of Schools, the Operations Department will play an increasing role in the support of all schools.

The department is also responsible for the development and establishment of a positive safety culture throughout the School to ensure we meet our legal requirements in terms of Health, Safety, and Compliance.

The department consists of:

The Operations Director, who line manages:

- Facilities and Operations Manager
- Grounds Manager
- Facilities and Operations Co-Ordinator
- Duty Managers

The Operations Director also oversees and is the primary point of contact with our external contract cleaners.

The Facilities and Operations Manager line manages:

- 2 Residential Caretakers
- 4 Caretakers
- 1 Plumber
- 2 Handymen
- 1 Electrician

The Grounds Manager line manages:

- 2 Groundskeepers
- 2 Gardeners
- 1 Apprentice Groundskeeper

In due course there is the potential for the grounds team to increase to support the needs of the other schools within the Bancroft's Family of Schools.

The *Role*

Bancroft's School is seeking an experienced and highly motivated Grounds Manager to lead and manage the School's extensive external grounds, including sports pitches, lawns, gardens and associated outdoor facilities.

The successful candidate will take ownership of the day-to-day management and presentation of the School's grounds, ensuring that consistently high standards are achieved across both the main school site and our West Grove playing fields. A proactive approach to grounds maintenance, sports turf management and facility improvement will be essential. Working with the Operations Director and the Heads of Woodford Green Preparatory School and St Aubyn's School, the successful candidate will also be expected to take a proactive approach to reviewing and developing plans to support the other schools, leading on effective implementation.

A key responsibility of the role will be to lead, organise and prioritise the Grounds Team and its workload, ensuring that resources are effectively deployed to meet the requirements of the Sports Department. This will be undertaken in close liaison with, and under the direction of, the Director of Sport. The ability to manage and control the grounds budget, and supervise contractors is essential.

The role requires an experienced individual with a strong practical knowledge of grounds maintenance and, in particular, the preparation and maintenance of high-quality sports pitches. Previous experience in a similar Grounds Management role, together with demonstrable hands-on experience of sports turf management, is essential.

This position would suit a proactive, practical and committed individual who takes pride in their work and is passionate about maintaining and developing high-quality sports facilities and grounds. The successful candidate will be flexible, well organised and able to work effectively both independently and as part of a wider team.

A relevant professional qualification is expected, such as Sports Turf Operative Level 3 or equivalent. Additional role-specific qualifications, including PA1, PA2 and PA6 spraying certificates, would also be expected.

The Grounds Manager will report directly to the Operations Director and will play an important role in ensuring that the Bancroft's Family of Schools continues to provide outstanding outdoor facilities for pupils, staff and the wider School community.

Accommodation in the form of a 2-bedroom flat located at West Grove playing field is available for the successful candidate at a nominal charge, if accommodation is required. The School regrets it is unable to offer alternative accommodation.

The *Role*

Working Hours

The position is a permanent 52 weeks per year role. The working hours are 37.5 hours per week, Monday to Friday, 8:00am to 4:30pm with 30 minutes unpaid break and 30 minutes unpaid lunch.

This position requires a level of flexibility and the successful applicant will be expected to work additional time after hours as required to meet the school or sport fixtures needs.

Annual leave for full-time staff is 27 days per year, as well as 8 Bank Holiday days. The annual leave year runs from 1 September to 31 August. Holidays need to be agreed in advance with the Operations Director.

Remuneration

The salary range for the full-time role is £40,000- £45,000 based upon experience. See below for details of the benefits packages.



The *Person*

Person Specification:

	Essential	Desirable
Education	NVQ Level 2 or above or the equivalent qualification in sports turf management and horticulture GCSE Maths and English Chemical Spraying Licence PA1/PA2/PA6	Level 3 Advanced Sports Turf Technician First Aid Qualification Fire Marshal Qualification
Experience	Minimum of five years' experience working in the care of sports grounds or turf care Full clean driving licence to include tractor driving and towing a trailer Line management of a grounds team on a day-to-day basis Knowledge of irrigation systems and their maintenance Knowledge of Health and Safety regulations	Experience in compiling and effective management of a grounds budget Experience in hard and soft landscaping Experience working within a school environment Practical maintenance skills Knowledge of Safeguarding
Skills	Ability to work to deadlines A willingness to work outside in all weathers The ability to interpret plans and drawings PA1/ PA2/ PA6 spraying licence for both pesticides and fertiliser application	Chainsaw licence

The *Person*

Skills	The ability to communicate effectively with people at all levels within the organisation The ability to demonstrate a disciplined approach to safe systems of work and the use of ride on machinery and power assisted hand tools Flexible and adaptable to changing demands and priorities	
Personal Qualities	Friendly and cooperative Conscientious, reliable, resourceful and committed To be physically fit enough to carry out the role, including tasks such as lifting and moving heavy equipment Calmness when working under pressure or to strict deadlines Confident and enthusiastic	



Key *Responsibilities*

Below is a summary of the key responsibilities of the Grounds Manager.

Grounds & Estate Management

- To take overall responsibility for the management, presentation and maintenance of the School's external grounds, gardens, lawns, sports pitches, planted areas and associated outdoor spaces
- To ensure the grounds are maintained to a consistently high standard, reflecting the expectations and reputation of the School
- To develop and implement planned maintenance programmes for all areas of the grounds, taking account of seasonal requirements and the school calendar
- To monitor the condition of the grounds and identify opportunities for improvement, enhancement and long-term development
- To manage the preparation and presentation of the grounds for school events, open days, sports fixtures, examinations and other key occasions
- To keep abreast of developments in the subject, maintaining contacts with professional association

Sports Grounds & Playing Fields

- To take responsibility for the maintenance and preparation of sports pitches and facilities across the school site and remote playing fields
- To work closely with the Sports Department to understand fixture schedules, training requirements and priorities
- To plan and prioritise pitch maintenance, including mowing, marking, aeration, fertilising, irrigation, drainage and renovation works
- To ensure sports surfaces are maintained to appropriate standards for safe and effective use throughout the sporting calendar
- To monitor weather and ground conditions and make appropriate recommendations regarding pitch use, closures or remedial works

Key *Responsibilities*

Team Leadership & Management

- To lead, manage and motivate the Grounds Team, providing clear direction, supervision and support
- To allocate daily and weekly workloads, ensuring resources are appropriately prioritised in line with school requirements
- To establish clear standards of workmanship, productivity, presentation and conduct
- To monitor staff performance and identify training and development opportunities
- To ensure adequate staffing and cover arrangements are in place to meet operational requirements
- To promote a positive, collaborative and professional working environment within the Grounds Team

Planning & Prioritisation

- To develop short, medium and long-term grounds maintenance plans and programmes
- To prioritise workloads in response to the requirements of the school, Sports Department, events programme and changing seasonal conditions
- To liaise with the Operations Director and relevant school departments to ensure grounds-related requirements are understood and delivered effectively
- To maintain accurate records of maintenance activities, inspections, treatments, equipment and works undertaken
- To contribute to the development of annual grounds maintenance budgets and capital improvement programmes

Health, Safety & Compliance

- To ensure all grounds maintenance activities are undertaken safely and in accordance with school policies, risk assessments and relevant legislation
- To maintain appropriate records relating to inspections, maintenance, COSHH, pesticide use, equipment and staff training
- To ensure the safe storage, handling and use of fertilisers, pesticides, fuels, machinery and other grounds-related materials
- To carry out regular inspections of grounds, pathways, trees, play areas, sports facilities and associated infrastructure, reporting defects and hazards promptly
- To ensure appropriate risk assessments and method statements are in place for relevant activities
- To promote a strong culture of health, safety and environmental responsibility within the Grounds Team

Key *Responsibilities*

Machinery, Tools & Equipment

- To take responsibility for the safe operation, maintenance and availability of grounds machinery, vehicles, tools and equipment
- To ensure equipment is serviced, maintained and inspected in accordance with manufacturers' recommendations and school procedures
- To maintain appropriate records for servicing, repairs and statutory inspections.
- To manage the efficient use of machinery and resources to minimise downtime and unnecessary expenditure
- To identify requirements for replacement or investment in new equipment and make recommendations to the Operations Director

Contractors & External Services

- To manage and supervise external grounds contractors and specialist suppliers where required
- To ensure contractors work safely, effectively and in accordance with agreed specifications and school requirements
- To obtain and review quotations and contribute to the procurement of grounds-related goods and services
- To monitor the quality and value of externally delivered works
- To coordinate specialist works such as tree surgery, irrigation, drainage, pitch renovation and arboriculture works

Environmental & Sustainability Responsibilities

- To promote environmentally responsible grounds management practices across the school estate
- To identify opportunities to improve biodiversity, habitat creation, planting schemes and sustainable landscape management
- To manage water use responsibly, including irrigation requirements and periods of water restriction
- To minimise the unnecessary use of chemicals, fuel and other resources wherever practicable
- To support the School's wider environmental and sustainability objectives

Key *Responsibilities*

Communication & Stakeholder Management

- To maintain effective communication with the Operations Director, Director of Sport, Estates Team, school leadership and other relevant stakeholders
- To respond professionally and promptly to requests relating to grounds and external facilities
- To provide clear updates on planned works, issues, weather-related challenges and maintenance requirements
- To build effective working relationships with colleagues, contractors, suppliers and members of the wider school community

General Responsibilities

- To ensure the school's grounds consistently provide a safe, attractive and welcoming environment for pupils, staff, visitors and the wider school community
- To remain proactive in identifying maintenance issues before they become significant problems
- To keep up to date with developments in grounds management, horticulture, sports turf and relevant legislation
- To undertake any other reasonable duties consistent with the responsibilities and seniority of the role
- To act as a positive ambassador for the School, demonstrating professionalism, initiative and a strong commitment to maintaining high standards



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  Right next to Epping Forest which creates a peaceful and countryside feel whilst being so close to London and transport links. Closest Stations: Woodford (underground) Chingford (overground)		
 Outstanding support for ECTs	 Generous holiday allowance	Travel Options by Bus: 179 397 657 20	
 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*...



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 and the great discussions that occur.”



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.”



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.”



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.”



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.”



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.”

In their *own words*...



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.”



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.”



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.”



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*



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.”



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.”