

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



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

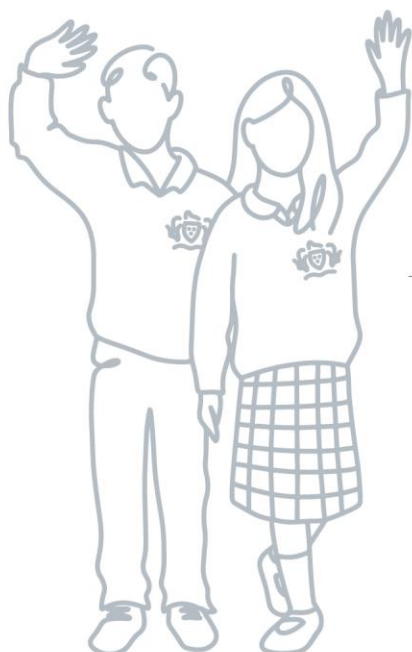


sports fixtures
in 2024/2025

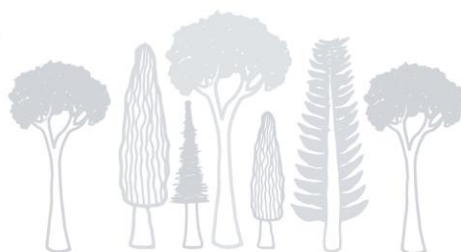


8200

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%

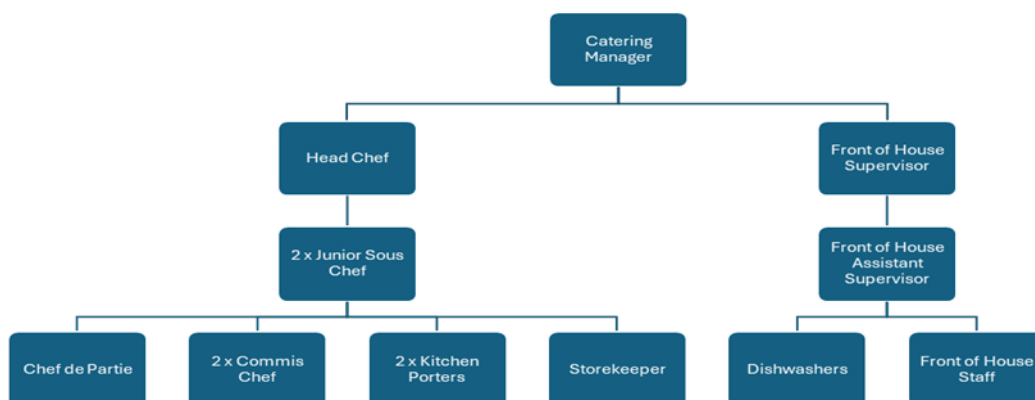
of our Year 9 pupils
participate in the
Duke of Edinburgh's Award



The *Department*

The Catering Department is at the heart of Bancroft's, ensuring our 1200 pupils and over 270 staff are provided with nutritious and tasty lunches throughout the 34 weeks of term.

Headed up by the Catering Manager, the team consists of the following team members:



Food is our passion and sits at the heart of the school. We to ensure the quality and variety of our ingredients and use local produce wherever possible. All 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 *Role*

The Commis Chef role supports senior chefs by performing essential kitchen tasks like ingredient prep, cooking basic dishes, maintaining hygiene, managing stock, and ensuring clean workstations, rotating through different kitchen sections (e.g. pastry, garnish, salads and sauces) to learn all aspects of professional cooking under supervision, focussing on consistency and learning recipes and techniques for future advancement.

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

Working Hours

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.

Remuneration

The salary range for the full-time role is £24,500 - £ 25,275 per annum based upon experience. See below for details of the benefits package.



The *Person*

Person Specification:

	Essential	Desirable
Education	GCSE in Maths and English (or equivalent). NVQ Qualification 1	NVQ Qualification 2 Intermediate food hygiene certificate
Experience	2 years' experience in catering 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 Fluent spoken and written English Strong communication skills. Good organisation skills. Good interpersonal skills.	
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 Team Player Flexible and adaptable Hard worker	

Key *Responsibilities*

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

Food Preparation

- To ensure under supervision the quality of food prepared on every occasion is up to the Bancroft's School food standard.
- To follow agreed portion controls as specified by the Chef de Partie/Junior Sous Chefs.
- To ensure food is produced as requested by the Chef de Partie/Junior Sous Chef and in timely manner.
- To ensure you follow agreed method of food production e.g. batch cooking that keeps excess production to a minimum.
- To ensure all work is carried out in a tidy, well organised and orderly manner.
- To ensure required documentation is completed as required.
- To work in different sections in the 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 to 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 de Partie/Junior Sous Chefs.

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.

Other

- To liaise with other team members, school personnel, customers as required.
- To attend weekly, monthly meetings or training courses as directed by the Chef de Partie/Junior Sous Chefs.
- To take an active part in meetings, training and promotions.

Key *Responsibilities*

- 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>Competitive salaries</p>	 <p>Pension scheme options – TPS or our Defined Contribution Scheme</p>	 <p>Income Protection Insurance</p>	 <p>Death in Service Insurance</p>
 <p>Complimentary lunches</p>	 <p>Use of school gym and swimming pool</p>	 <p>Optional subsidised private health care</p>	 <p>Fee remission for children of staff members</p>
 <p>Friendly and welcoming common room, which organises regular social events</p>	<p>Location</p>  <p>Right next to Epping Forest which creates a peaceful and countryside feel whilst being so close to London and transport links.</p> <p>Closest Stations: Woodford (underground) Chingford (overground)</p> <p>Travel Options by Bus: 179 397 657 20</p>		
 <p>Outstanding support for ECTs</p>	 <p>Generous holiday allowance</p>		
 <p>Cycle to work scheme</p>	<p>Commitment to supporting ongoing professional development</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*

