

# Bancroft's

Independent Co-educational Day School 7-18

Job pack for the position of

# Caretaker





# 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\*-As** in 2025

**250 Staff Members**

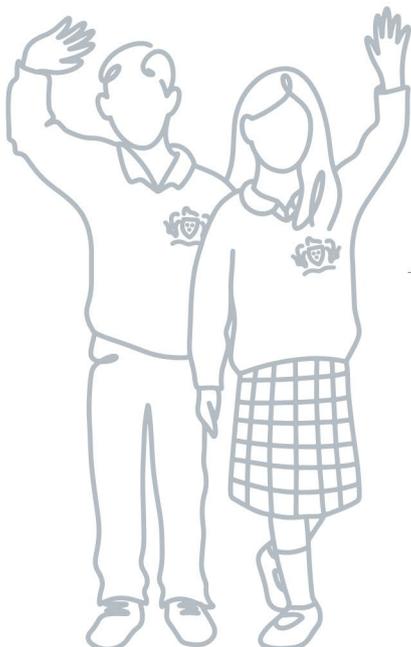


**17 acres** of playing fields

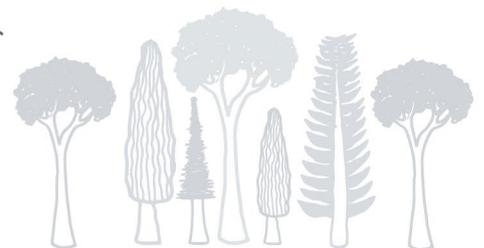


**1080 sports fixtures** in 2024/2025

**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 Operations Department plays a key role within the school, responsible for the management, oversight and delivery of all planned and reactive maintenance across our estate including our main school site as well as our sports site, West Grove, which is a short drive from the main site.

The department is also responsible for the development and establishment of a positive safety culture throughout the school to ensure it meets its 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
- Operations Co-ordinator
- Duty Managers

The Facilities and Operations Manager line manages:

- 2 Residential Caretakers
- 3 Caretakers
- 1 Plumber
- 2 Handymen
- 1 Electrician
- 1 Lifeguard (Casual worker)

The Grounds Manager line manages:

- 2 Groundskeepers
- 1 Gardener
- 1 Apprentice Groundskeeper





# The *Role*

This role of Caretaker is responsible for a wide range of duties helping to maintain the fabric of the building as well as providing site security and supporting cover for the busy evenings during which the school has internal and external lettings. The role is an essential link in the smooth running of the Operations Department and requires someone who can work to tight timescales, has a flexible and friendly approach, remains professional at all times, and is a team player. A good level of fitness is required as the nature of the role includes performing physically demanding tasks. The role reports to the Facilities & Operations Manager.

## **Working Hours**

The position is permanent, 52 weeks per year, 37.5 hours per week, Monday to Friday. The working hours during Term Time (34 Weeks) are 10:00am to 18.30pm, including an hour unpaid break which includes lunch. The working hours during the School Holidays are 08:00am to 16:30pm, including an hour unpaid break which includes lunch.

As the above working pattern is essential to the school operations, the successful candidate will be required to have a level of flexibility. The working pattern will be subject to assessment during the probation period, after which adjustments may be made subject to mutual agreement.

## **Annual Leave**

Holidays for a full-time member of staff are 27 days per year, as well as 8 Bank Holidays. Holidays will need to be agreed by the Facilities and Operations Manager.

## **Remuneration**

The salary range is £27,500 - £28,390 per annum based on qualifications and experience.

# The *Person*

## Person Specification:

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	GCSE in English & Maths or equivalent	Maintenance Qualification Health & Safety Qualification
<b>Experience</b>	Experience of working to structured procedures and policies Knowledge and appreciation for the importance of Health and Safety and safety in a working environment	Experience of working in a customer service or security environment Basic building maintenance or recognised trade
<b>Skills</b>	Good IT skills due to daily use of IT systems, together with a willingness and aptitude to learn new systems Strong interpersonal and verbal communication skills, with the ability to build rapport at all levels on a daily basis Demonstrate willingness to assist and deal confidently with staff, pupils, parents and visitors Ability to work within a team or independently as required, to achieve specified standards Flexibility to adapt and meet changing demands Basic DIY skills Experienced driver holding a full clear UK driving licence (minibus training will be provided)	
<b>Personal Qualities</b>	An energetic, proactive attitude with attention to detail Excellent work ethic in relation to attendance, punctuality and reliability Good level of fitness	

# Key *Responsibilities*

Below is a summary of the key responsibilities of the Caretaker.

The successful applicant will be required to carry out the following duties:

- To control and safeguard the entry and exit of pupils, staff and visitors
- To lock up the main School site as required and at the agreed time, including setting /un-setting of alarms. This role will require the postholder to be a responsible key holder of the school
- To attend to minor repairs and perform basic maintenance tasks
- To politely welcome and provide direction to authorised staff, parents and visitors to the School in relation to parking and entering the site
- To deal with unauthorised individuals and vehicles who are not authorised to enter the site in a professional and appropriate manner
- To facilitate the collection and distribution of deliveries/parcels throughout the school
- To prepare and set up classrooms, halls and outdoor spaces as and when required for daily activities and special events, collaborating with other departments in a timely and professional manner
- To use the school van for deliveries and minibuses for transfer of goods and pupils on school trips (as required); training will be provided
- To check and inspect the School's fleet of minibuses, updating the Facilities & Operations Manager with any issues requiring attention
- To participate in internal projects utilising acquired skills and knowledge during school holidays
- To support external letting and clubs with site access and safety throughout duration of hire
- To oversee contractors or service providers when on duty as required
- To ensure the safety & security of the School entrance, perimeter and buildings including salt spreading as required
- To act as Fire Marshall and First Aider as required. Training will be provided
- To test the swimming pool water and monitoring equipment operation on a rota basis – full training will be provided
- To carry out any other reasonable duties required by the Chief Operating Officer, Operations Director and/or Facilities & Operations Manager

# 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> <hr/> <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>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>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*

