Bancroft's

Independent Co-educational Day School 7–18

Candidate Information Pack

Payroll and Pensions Manager

Start date by agreement





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. Aubyn's 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.

With best wishes

Alex Frazer

Alex Frazer
Head of Bancroft's

Our School Values

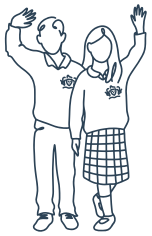
Balance · Kindness · Excellence · Curiosity · Integrity · Courage

Meet our Head
Watch our pupils interview Alex

Bancroft's in *numbers*

A warm and lively school community, with a great deal going on!

1150
PUPILS aged
7-18



78% of all **GCSE** papers in 2026 were graded at **9-8**

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

ENTRY POINTS at
7+ 11+ 16+

4
HOUSES
North, East, West & School

Co-educational day school **FOUNDED** in
1737

240
CO-CURRICULAR CLUBS
across the whole school

More than **1,000**
SPORTS FIXTURES
annually across the school

7,600
ALUMNI network members **WORLDWIDE**

95%
Year 9 pupils participate in the **DofE AWARD**

Over **100**
PERFORMANCES
across the school year

35
RESIDENTIAL TRIPS
take place each year

611
individual **MUSIC LESSONS** per week

3 schools in the
BANCROFT'S FAMILY OF SCHOOLS

St. Aubyn's School
Bancroft's Independent Co-educational Day School 7–18
Woodford Green Preparatory School EST 1932

The five strands of our *Being*Bancroft's framework

- Community
- Creativity
- Futures
- Physical Activity
- Scholarship

Located on the border of **LONDON** and **ESSEX** with direct access to **EPPING FOREST**

A view from *above*

A peaceful, leafy setting beside Epping Forest, with excellent links into London.



1 Senior School

2 Prep School

Click here to see more



West Grove *Sports* Ground

A short drive from the main school, with pitches for rugby, football, cricket and athletics, tennis courts and a strength and conditioning gym.

Click here to see more

Working at Bancroft's

Bancroft's offers a generous benefits package, including:

Competitive salaries

Pension scheme options – TPS or our Defined Contribution Scheme

Staff wellbeing platforms and services

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**

Outstanding **support** for ECTs

Generous **holiday** allowance

Cycle to work scheme

Commitment to supporting ongoing **professional development**

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)

Travel Options by Bus:
179 | 397 | 657 | 20

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.

The *Department*

The Bancroft's Family of Schools HR Department is led by the HR Director. At Bancroft's School, the department consists of 5 team members, including the Payroll and Pensions Manager, whilst HR and Payroll provision in Woodford Green Prep School and St Aubyn's is delivered locally by each of the School's Bursars and some dedicated HR staff. However, as we move forward with the newly merged Family of Schools, the intention is to take the opportunity to bring the payroll and pension functions, and systems together, working collaboratively with the Finance teams in each school.

Each of the teams offer expertise, experience and a strong understanding of their individual schools.



The *Role*

Bancroft's School is seeking an experienced and highly motivated Payroll and Pensions Manager who will ultimately take ownership of end-to-end payroll operations across the Bancroft's Family of Schools — Bancroft's School, Woodford Green Preparatory School, and St Aubyn's Prep School — covering a combined workforce of approximately 450 staff across three sites in North-East London and the Essex borders. This is a hands-on role encompassing monthly payroll processing, payroll accounting, pension administration, administration and reporting of benefits and payroll financial analysis, working with manual data inputs alongside an outsourced payroll service. Reporting to the HR Director, you will be the in-house expert on payroll and pensions matters across the group, ensuring accuracy, compliance, and timely delivery every pay cycle, and providing expert guidance to senior leadership.

Initially the role will be to prepare and manage the payroll operations of Bancroft's School, a mixed workforce of approximately 270 teaching staff, support staff and casual workers.

Within the first six months, the successful candidate will work closely with the HR and Finance Teams to review the payroll systems in place across all three schools and establish one system to be implemented across the Family of Schools. This system will need to connect with current and/or new HR and Finance systems. The continuation of the outsourced payroll service will be subject to review once the payroll processes across the Bancroft's Family of Schools have been combined.

Working Hours

The post is 52 weeks per year, the working hours are 37.5 hours per week, Monday to Friday, 8:30am to 4:30pm, with 30 minutes unpaid lunch.

Annual Leave is 27 days per year, plus 8 bank holidays, to be taken around the monthly payroll deadlines.

Remuneration

The salary range for the full-time role is £55,000 - £60,000 based upon experience.
See below for details of the benefits packages.



Key *Responsibilities*

Below is a summary of the key responsibilities of the Payroll and Pensions Manager.

Payroll Operations:

- Run monthly payroll across the three schools in the Bancroft's Family of Schools (circa 450 staff combined), managing the full end-to-end process from data collection through to final payment
- Administration of benefits (private medical insurance, cycle to work scheme, child care vouchers etc) and implementation of mandatory payrolling of benefits in kind and expenses from April 2027
- Collate, validate, and input manual payroll data (e.g. starters, leavers, changes, overtime, deductions) ahead of each payroll cycle
- Liaise with and manage the outsourced payroll provider, ensuring accurate and timely processing for Bancroft's School, noting that continuation of the service will be subject to review once the payroll processes across the Bancroft's Family of Schools have been combined
- Own all payroll accounting activities, including reconciliations, journals, and reporting to Finance
- Ensure payroll deadlines are met and all supporting documentation is accurately maintained

Payroll Expertise and Management:

- Handle complex, multi-school payrolls with precision and timeliness
- Ensure compliance with all relevant legislation, including HMRC regulations, statutory payments (SSP, SMP, SPP etc.), and pension law
- Consistently and accurately prepare and calculate holiday pay calculations; pro-rata salary calculations; salary amendments; back pay; pay adjustments
- Maintain an audit trail of payroll changes and approvals
- Facilitate new PAYE scheme setups, including liaison with HMRC and internal stakeholders
- Provide expert guidance on payroll and pension matters to senior leadership across the group, acting as the primary escalation point for complex queries
- Contribute to the development, review, and implementation of payroll procedures
- Ensure all HR and payroll processes align with employment law, education regulations, and School policies
- To support the HR and Finance Teams with any payroll related projects

Key *Responsibilities*

Pensions Administration:

- Administer the Teachers' Pension Scheme (TPS), including monthly contributions, member data submissions, and end-of-year returns including the annual TPS audit
- Administer the three defined contribution pension schemes (AptiS, The People's Pension and Standard Life), including auto-enrolment, contributions, and opt-outs noting the intention to review, and potentially consolidate, these schemes in due course
- Act as main point of contact with pension providers (TPS, AptiS, The People's Pension and Standard Life) and ensure accurate, timely administration across all schemes
- Keep up to date with changes to pension scheme rules and legislation, advising the schools accordingly

Financial Reporting and Analysis:

- Produce monthly headcount analysis across all three schools
- Conduct actual vs. budget variance analysis for payroll costs, investigating and explaining discrepancies
- Forecast payroll costs to support ongoing financial planning
- Lead on budgeting payroll costs across the group, working closely with Finance and the HR Director
- Provide payroll-related data and analysis to support organisational decision making

Compliance and Reporting:

- Prepare and submit statutory returns (P60s, P11Ds, RTI submissions, pension declarations)
- Prepare gender pay gap returns and supporting analysis
- Maintain accurate payroll records across all three schools and ensure data protection/GDPR compliance
- Support audits (internal and external) with payroll and pensions documentation
- Identify and implement process improvements to increase payroll accuracy and efficiency across the group

The *Person*

Person Specification:

	Essential	Desirable
Education	Good all-round level of education to include Maths, English to GCSE (Grade A-C or equivalent) Evidence of continuing personal and professional Development	Hold a recognised CIPP Payroll management qualification. Training in pension administration (Teachers Pension Scheme or other Pension Scheme)
Experience	Experience of processing monthly payroll end-to-end for a similar sized workforce (circa 400+ employees) ideally across multiple sites Experience of year-end payroll activities including P60s, P11Ds, HMRC reporting and payroll reconciliations Experience of acting as the primary point of contact for payroll queries and escalations Experience of HMRC reporting requirements, PAYE, National Insurance, RTI and statutory payments Experience of administrating occupational pension schemes Experience of resolving payroll queries and providing advice to employees and managers Knowledge of payroll legislation and best practice Knowledge of statutory payments and deductions	Experience of Teachers Pension Scheme (TPS) Experience of payroll system implementation, migration or development Experience of supporting the transition from an outsourced to an in-house payroll model Knowledge of HR and payroll system integration Experience of setting up new PAYE schemes Experience of preparing Gender Pay Gap Reports

The *Person*

	Essential	Desirable
Experience (continued)	Understanding of payroll controls, audit requirements and financial governance Experience of payroll within the education sector, including teachers, support staff, term-time employees and annualised hours contracts	
Skills	Excellent numerical and analytical skills Advanced Excel skills Ability to understand and clearly respond to technical payroll queries Able to take the lead in their area of payroll and pension expertise Able to confidently manipulate data to provide meaningful reports and management information Ability to investigate discrepancies and resolve problems efficiently Excellent communication skills with the ability to advise all staff on payroll and pension matters Excellent organisational skills	
Personal Qualities	Work independently and as part of a team Discreet, confidential and reliable Flexible and adaptable with the ability to respond to shifting priorities and deadlines Able to remain calm under pressure, demonstrating a high level of resilience	

In their own *words*

Personal reflections from colleagues across Bancroft's.



"

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."

JOHN RAW

Teacher of Biology *(Joined in 2012)*



"

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."

TARA BIRD

Prep Class Teacher and Head of PSHEE and RS *(Joined in 2023)*



"

I feel valued at Bancroft's.

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."

HANNAH NADASAN-MEAD

Teacher of Religious Studies and Junior Housemistress *(Joined in 2016)*



"

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."

RACHAEL DOOGAN

Head of Academic Drama *(Joined in 2022)*

In their own *words*

Personal reflections from colleagues across Bancroft's.



Bancroft's is a special place.

The culture here is one of attentive professionalism, seeking to find joy in everything we do."

DANIEL SIGGINS

Director of IT *(Joined in 2011)*



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."

DIANA KONDRASINA

Member of the Catering Team *(Joined in 2022)*



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 is a joy."

ALISTAIR WHIBLEY

Teacher of History, Head of Year, and CPD Co-ordinator *(Joined in 2021)*



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."

AMANDA CLARK

Prep School Administration Assistant and Lead First Aider *(Joined in 2009)*

Recent Awards and Recognition

Bancroft's has received national recognition for its academic provision, pastoral care, innovation and co-curricular opportunities. We are so proud to see the efforts of our pupils, staff and families acknowledged on this national scale.

2026

WINNER
Best SEND School
The Week Independent Schools Guide, Best of the Best Awards

FINALIST
London Independent School of the Year
Independent Schools of the Year Awards (second year running)

FINALIST
Pastoral Care & Wellbeing
Talk Education Awards

FINALIST
Inclusive SEN Provision
Education Choices Awards

TOP THREE
Best Sixth Form
The Week Independent Schools Guide

2025

WINNER
Pastoral Care Champion
School House Awards

JOINT WINNER
Alice Rose Award for Innovation in Education
Talk Education Awards

WINNER
Essex Tennis School of the Year (and national finalist)
LTA Tennis Awards 2025/26

FINALIST
London Independent School of the Year
Independent Schools of the Year Awards

"The school provides a broad and ambitious curriculum that prioritises both academic achievement and pupils' wellbeing."

ISI INSPECTION 2025

"A contemporary, forward-looking school, with traditions but without entitlement."

THE GOOD SCHOOLS GUIDE

"A rich tapestry of cultures and backgrounds, and a healthy, happy attitude to learning."

TALK EDUCATION

How to Apply

Apply through My New Term

To apply for this position, please complete the application form using the link on our **vacancies page.**

CLICK HERE TO APPLY

Safeguarding and Recruitment

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.

