

Bancroft's

Independent Co-educational Day School 7–18

Duty Manager

Required as soon as possible



Bancroft's School

Located on the border between North-East London and Essex and backing on to Epping Forest, Bancroft's is a co-educational independent day school for around 1200 pupils from 7 to 18.

Our pupils achieve outstanding academic outcomes. In 2023, 68% of our students achieved A*-A at A Level and 74% of all entries were awarded the top grades of 9 or 8 at GCSE.

And yet, we strive to achieve so much more than just results. 'Being Bancroft's' is the name which we give to our holistic approach to developing our pupils. This is a rounded educational framework running through the school which guides pupils to take full advantage of the huge range of different opportunities on offer at the school; whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music or attending some of our numerous clubs and societies, we want our pupils to challenge themselves and learn by taking part wholeheartedly in school life. All teachers are expected to contribute to the co-curricular life of the school beyond their subject specialism.

Bancroft's is a warm, forward-looking, modern school; a centre of excellence for the twenty-first century. We have a very diverse intake of pupils, valuing inclusivity of pupils and staff of different ethnicities, religions, sexualities, genders, learning needs and strengths. We value inclusion for all it can bring to each of us at Bancroft's as well as the school as a whole.

Professional development and training is a fundamental part of working at Bancroft's. Our staff are supported and encouraged to continually reflect on their practice; together we want to ensure that each member of staff feels that they are being developed and able to help provide the very best educational and transformative experience for all our pupils.



Our Values

Our education is based on six core values which are central to everything we do: **Curiosity, Kindness, Integrity, Courage, Balance** and **Excellence**. We believe these values are essential to the wellbeing of every child.

- **Curiosity:** We want our pupils to take delight in the possibilities that the world has to offer and to develop an abiding curiosity about the world; to explore their imaginative and creative potential and to take pleasure in self-expression.
- **Kindness:** We want Bancroft's pupils to be kind, to have integrity and the courage to pursue and protect what is good; to make wise decisions, based on compassion and empathy.
- **Integrity:** We want our pupils to learn to understand themselves and others and develop a clear moral grounding for their lives.
- **Courage:** We want our pupils to show courage and a spirit of adventure in all aspects of their learning; to confront challenges and try to overcome them.
- **Balance:** We want our pupils to learn how to live balanced, healthy, productive and well-regulated lives and to learn to understand the different aspects that combine to create a secure framework for flourishing.
- **Excellence:** We want our pupils to aspire to be the best they might be and to make the most of their talents and abilities; we want our pupils to form realistic and ambitious ideals for the future.



The Role

The Duty Manager will be responsible for supervising external lettings outside of standard school hours, including unlocking and locking the required parts of the School Site.

The successful candidate will be required to work all/some of the hours detailed below, based upon availability agreed in advance with the Co-Curricular Administrator.

This role requires the right candidate to:

- Promote a customer-focused environment, generating excellent public relations and customer care
- Implement the highest standards of conduct and represent the School in an appropriate manner at all times with courtesy and regard for others
- Ensure housekeeping procedures are maintained through active participation and supervision
- Operate the building and supervise users in accordance with the Normal Operating Procedures, Emergency Actions Plans, and Health and Safety and Child Protection Policies
- Undertake any other appropriate tasks as requested.

Key Responsibilities

- Maintain security of the Centre including unlocking and locking the facility –

Saturday	8.30am – 6.30pm
Sunday	8.30am – 6pm
Monday	7pm – 10pm
Wednesday	6.30pm – 9.30pm

(subject to change depending on activities)
- Ensure daily operating procedures are adhered to
- Monitor activities at regular intervals (hourly), ensuring they are carried out in a safe manner
- Test the swimming pool water levels -Weekend lettings only
- Report any maintenance or building issues to the Co-Curricular Administrator in the appropriate manner and ensure they are followed up
- Act as the main point of call for all visitors to the school site – making yourself available in the PE office throughout your shift
- Respond in a professional manner to any issues arising whilst managing the School Site



Person Specification

	Essential	Desirable
Education		
Experience		
Skills	<p>To be able to work independently</p> <p>Good communication skills</p> <p>Punctual</p> <p>Self-motivated</p> <p>Good time management</p> <p>Good interpersonal skills</p>	<p>First Aid trained</p>
Personal Qualities	<p>Trustworthy</p> <p>Reliable</p>	



Additional Work Information

This job description reflects the major aspects of the role. The successful candidate may be expected to assume some additional responsibilities as reasonably requested by the Head and to demonstrate a commitment to improving and developing the organisation's processes and facilities.

The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events.

Working at Bancroft's

An attractive salary package is offered, according to experience and expertise. Benefits include membership of a Pension Scheme.

There is generous CPD support and staff are encouraged to seek opportunities to develop their skills and expertise either to further their career or to support enjoyment of their role. We have a Staff Wellbeing Group, as well as an active Senior Common Room who organise a range of social events. Staff have access to our various sporting facilities including the gym and the swimming pool at allocated times.



We also have a staff group working on Diversity and Inclusion and the school is a founding member of the Schools' Inclusion Alliance.

Further details about the school can be found on the website at www.bancrofts.org

How to Apply

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing hr@bancrofts.org

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.

