

Bancroft's

Independent Co-educational Day School 7-18

Prep Office Assistant

From September 2024



Closing date: Tuesday 7 May at 10.00 am

www.bancrofts.org | hr@bancrofts.org



Being Bancroft's

Preparatory 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.

The Preparatory School is responsible for the education and welfare of children aged 7-11 and was established in 1990 in a specifically designed building. There is considerable demand for places with a selective entry at 7+. The class size is 22 and there are three parallel classes in each of the four year groups.

There is an expectation that teachers will involve themselves in extra-curricular activities, which are an important aspect of school life and take place at lunchtimes and after school. Staff also help with duties and are expected to be available for parents' evenings, some evening functions and occasional Saturday morning events.

Bancroft's Prep is a stimulating environment in which to work with an enthusiastic, cheerful and committed staff.

Senior School

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.

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.



Prep School Values

There are six core character values which we expressly want to develop.

- **Balance:** We want our children to learn how to live balanced, healthy, productive lives.
- **Excellence:** We want our children to aspire to be the best they can be.
- **Integrity:** We want our children to develop a clear moral grounding for their lives.
- **Kindness:** We want our children to be kind, to act with compassion and empathy.
- **Curiosity:** We want our children to develop an abiding curiosity about the world.
- **Courage:** We want our children to have a spirit of adventure, to confront challenges and try to overcome them.

At Bancroft's Prep we do not believe in encumbering children with too many rules and sanctions but focus instead on positive behaviour and rewards.

Our headline '3 ½ School Rules' reinforce our ethos:

- Everyone has the right to be happy.
- Respect other people and their property.
- Use your common sense.
- If in doubt, ask.

Ultimately, we believe it is our role to bring out the very best in our children. We want to help prepare them for the world beyond school where the ability to lead a happy life is as important as the ability to read or reckon. We want our children to have fun while they learn and to derive a lifelong love of learning.



The Role

This is an exciting administrative opportunity to work in a vibrant and supportive environment. Working as part of a team, you will provide support to and carry out administration duties, reporting to the Prep Office Manager.

Hours are Monday to Friday 9.30am to 5.30pm with half an hours unpaid lunch. This position is Term Time and inset days (34 weeks) plus 10 days.

Key Responsibilities

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 main areas of responsibility are:

- To carry out general administration duties as directed
- To deal with the Prospective Pupils process
- To administer first aid and keep accurate records of issues

Main Duties:

- Report to the Prep Head / Prep Office Manager on arrival for any specific duties for the day ahead
- Monitor the secure entry system and check visitors in accordance with guidelines
- Answer and follow up telephone calls when in reception
- Liaise with and pass on messages to staff, parents and children
- Manage situations efficiently and discreetly
- Check registers of pupil attendance
- Keep pupil records up to date
- Update school diary and online calendar
- Administration tasks – letters, reports etc.
- Prepare programmes for events e.g. concerts
- Help administer Parents' Evening appointment system and attend Parents' Evenings
- Distribute correspondence regarding trips and events
- Proof reading
- Ordering stationery / equipment / printer supplies and maintaining stock levels
- Photocopying / Booklets / Laminating
- Help keep Notice Boards and Display Boards up to date





- Help at certain school events as requested
- Occasional back-up if needed for Early Morning Supervision or After School Care

Prospective Pupils:

- Key role in admissions process
- Registration of Prospective Pupils
- Correspond with other schools
- Administration relating to 7+ testing and offer of places
- Assist with preparations for Open Mornings

Medical:

- Administer First Aid
- Keep list of children with medical problems up to date and ensure medical supplies are held and correctly dated - all in conjunction with the School Nurse who has the overall responsibility
- Accompany children to the School Nurse if required
- Keeping the medical room tidy and fully stocked with reference to the School Nurse

Pupil Supervision:

- Supervising children during break times when required
- Accompany on school day trips if needed; occasionally residential trips are open to support staff too
- Distribute lost and unclaimed property



Person Specification

	Essential	Desirable
Education	GCSE in Maths and English or equivalent experience.	Administrative qualification
Experience	<p>Previous experience of dealing with young children</p> <p>Experience using databases including Microsoft Office, Word and Excel</p>	<p>Experience using school Management Information System (ISams)</p> <p>Working within a school environment</p>
Skills	<p>Ability to prioritise a wide range of administrative duties</p> <p>Ability to multi-task</p> <p>Strong organisational skills</p> <p>Ability to liaise professionally with colleagues, other staff and parents</p> <p>Strong communication skills (verbal and written)</p> <p>Ability to work under pressure accurately and with attention to detail</p> <p>Strong Time Management</p>	<p>Knowledge of Publisher and PowerPoint</p> <p>Safeguarding/ Child Protection awareness</p>
Personal Qualities	<p>Team Worker</p> <p>Discreet and confidential</p> <p>Reliable</p> <p>Motivated</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.

Bancroft's offers a generous benefits package to all staff, including:

- Competitive salaries
- Commitment to supporting ongoing professional development
- Generous holiday allowance
- Use of school gym. Yoga, swimming and Pilates sessions for staff
- Friendly and welcoming common room, which organises regular social events
- Access to school counsellors and the support of a staff wellbeing team
- Optional subsidised private health care
- Complimentary lunches

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



How to Apply

An application form is available to download from the School website 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.

