

Bancroft's

Independent Co-educational Day School 7–18



Deputy Catering Manager

Closing date: 17 March 2025

Interviews: Week commencing 24 March 2025

Required from April 2025



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

Being Bancrofts




240
clubs and
activities


Co-Educational
Day School
founded in
1737



4 Houses

*North
East
West
School*

77%
of all **GCSE** 
papers graded
at **9-8** in
2024

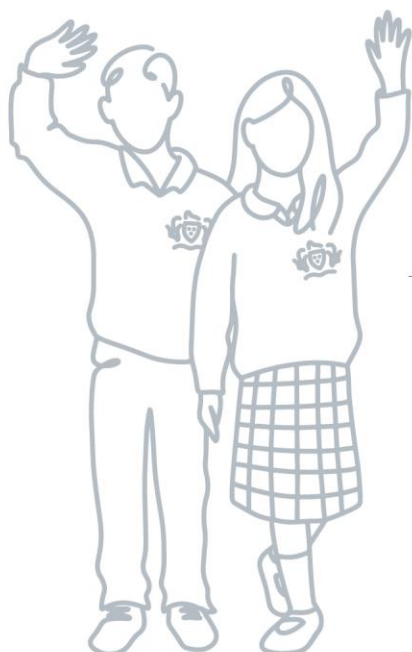
A*-A
75% of **A Levels**
were graded
A*-As 
in 2024

250 **Staff**
Members

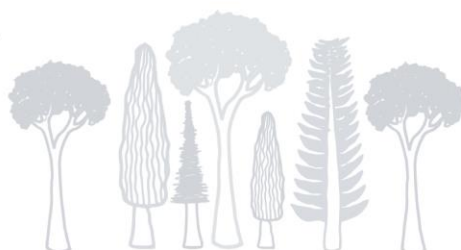
17
acres of
playing fields

511  **sports** fixtures
in 2023/2024


8200 
books borrowed from
the library in 2023/2024



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 headed by our Catering Manager who leads a team comprising of the Deputy Catering Manager, Junior Sous Chefs, Chef De Partie, Commis Chefs, Front and Back of House Supervisors, Food Services Assistants and Kitchen Porters.

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

Reporting into the Catering Manager, the Deputy Catering Manager will be responsible for managing and developing the catering department's food and beverage activities, including overseeing staff, aiding with food and beverage menu standards, ensuring food quality and freshness, and monitoring the ordering and stocking of all catering supplies to ensure meal quality and consistency by following designated recipes.

The role of Deputy Catering Manager is an essential link in ensuring the smooth running of the kitchen and restaurant operation. Working to tight timescales whilst being flexible and understanding of school activities, the role requires a team player but also someone that can work with all catering team members in a harmonious and co-operative manner to maintain a good working and professional atmosphere.

This role will be responsible for two Junior Sous Chefs (Back of House/Kitchen), one Food Service Assistants Supervisor, one Retail Supervisor and various junior catering staff.

The Hours

The post is full time, 52 weeks per year and the working hours are 40 hours per week, 7.00am - 3.30pm, Monday to Friday (30 minutes unpaid for lunch).

Holidays for a full-time candidate are 27 days per year, which must be taken during the school holidays, as well as 8 Bank Holidays. This position requires a level of flexibility so the successful applicant will be expected to work additional time after hours as required to meet the school needs. They may also be required to work occasional weekends.

Person Specification:

	Essential	Desirable
Education	NVQ Diploma in Professional Cookery Level 2 Intermediate food hygiene certificate	NVQ Diploma in Professional Cookery Level 3 Advance food hygiene certificate
Experience	Experience in catering busy, large scale operation Previous kitchen budget control experience Restaurant experience Evidence of training staff in group sessions or on a 1-2-1 basis Evidence of cost controls Menu costing experience Recruitment experience A proven working knowledge of English and continental cookery A flair and enthusiasm for cooking with fresh quality ingredients	Culinary arts or culinary management Hotel and hospitality management experience Banqueting experience Previous experience demonstrating good management and effective co-ordination of a kitchen and a restaurant team in a large-scale operation
Skills	Evidence of ability to cope under pressure, in a calm and efficient manner to set deadlines Excellent organisational skills Excellent interpersonal skills with both kitchen and restaurant management Word, Excel and Outlook IT skills to basic level HACCP, Risk Assessments and Manual Handling experience	
Personal Qualities	Ability to motivate a team Customer service attitude Flexible and adaptable Responsible for your own personal continuing professional development	

Key *Responsibilities*

Below is a summary of the key responsibilities of the Deputy Catering Manager.

Food and Beverages Production

- Supervise all food and beverage preparation and presentation to ensure quality and restaurant standards.
- Supervise all catering outlets that they operate in a timely way that meets quality standards.
- Provide guidance to the Junior Sous Chefs and Supervisors, including, but not limited, to line manage cooking, food and beverage preparation.
- Supervise the food and beverage provision for functions and events.
- Ensure all work is carried out in a tidy, well organised and orderly manner.
- Monitor the quality of the product and service provided.

Hygiene Health and Safety

- Follow Bancroft's food policy and ensure this is communicated and acted upon amongst the food and service production teams.
- Ensure that health and safety regulations are strictly observed, recorded and archived.
- Identify and inform any breaches of hygiene, health and safety requirements to the Catering Manager.
- Ensure that employees, agency staff and visitors comply with Bancroft's School food policy

Menu Planning

- Plan / assist the Catering Manager with menu creation with both lunch menus and hospitality menus.
- Plan menus in consultation with chefs.
- Submit all menus to the Catering Manager in a timely manner and by the time required.
- Maintain a portfolio of information of past events and information useful for future events and menus.
- Participate in any measures agreed to promote better food choices amongst pupils and staff.

Ordering, Receipt and Storage of Goods

- Oversee and organise kitchen and restaurant stock and ingredients.
- Ensure orders are submitted to suppliers on a timely basis and within supplier requirements.

Key *Responsibilities*

- Supervise all goods delivered and ensure they are checked to comply with the goods received procedure.
- Supervise all goods and ensure they are stored in compliance with good practice and safety procedures and in line with hygiene procedures.
- Ensure and carry out stocktakes of storerooms of all catering outlets.

Budget and Financial

- Ensure that food and service production complies with budget and financial requirements.
- Manage food and product ordering by keeping detailed records and minimises waste with existing systems.
- Assist with all catering outlets on supply ordering, budget and staffing.
- Ensure costs of purchases used for special events are allocated to that function and, if appropriate, fall within the cost quoted.
- Keeping to budgets and maintaining financial and administrative records.
- Assist with the payroll.

Management of Personnel

- Work with the Catering Manager to maintain organisation, staff ability, and training opportunities.
- Ensure all catering staff have the required skills to undertake their jobs.
- Report any adverse performance and conduct concerns to the Catering Manager and agree the strategy for dealing with it.
- Ensure all management of personnel complies with Bancroft's procedures and Statutory requirements.
- Hire and train new employees to restaurant and kitchen standards.
- Organise staff rotas.
- Adhere to any school rules and requirements including, but not limited to, signing in and out of work.

Other

- Deputise for the Catering Manager as required.
- Take charge of the entire catering operation during the Catering Manager's absence.
- Attend regular meetings and training courses as directed by the Catering Manager and/or Bancroft's.
- 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."



Tia
Leaver, 2024

"Not only does Bancroft's push you to be the best version of yourself academically, but it also helps to shape you as an all-rounder."



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."



Matthew
Leaver, 2024

"My journey at Bancroft's over the past eleven years has been nothing short of incredible. The school has consistently fostered my intellectual curiosity and provided a fertile ground for creativity across all my interests and passions."



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."



Cressida
Leaver, 2024

"The academic support I have received has enabled me to achieve more than what I believed I could, which I am so thankful to my teachers for."



Talk Education
2024

"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."



The Good Schools Guide
2023

"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."

How to Apply

Key Dates:

Closing Date for applications: 17 March 2025

Interviews: Week Commencing 24 March 2025

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.



*Scan or click
to view our
vacancies page*

