

**Bancroft's**  
Independent Co-educational Day School 7–18

Brief for the position of

# Facilities and Operations Manager

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**CLOSING DATE** | 9.00 AM FRIDAY 9 MAY 2025  
**INTERVIEWS** | THURSDAY 15 MAY OR FRIDAY 16 MAY

*Required from June 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

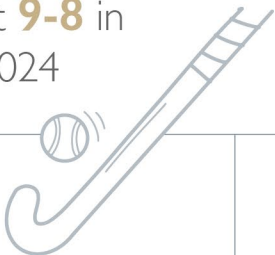
75% of **A Levels**  
were graded  
**A\*-As**  
in 2024

250 Staff  
Members

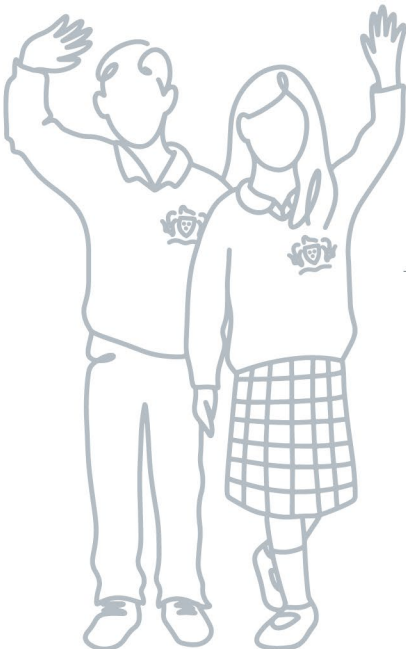
17  
**acres** of  
playing fields



**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 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 Administrator (*new role being created*)
- Duty Managers

The Facilities and Operations Manager line manages:

- 2 Residential Caretakers
- 4 Porters
- 2 Plumbers
- 1 Handyman
- 1 Electrician

The Grounds Manager line manages:

- 2 Groundskeepers
- 1 Gardener



# The *Person*

Bancroft's School is looking to recruit an experienced facilities management professional with quantifiable knowledge of managing both hard and soft support services, preferably from an educational sector background to join our Operations Department.

Reporting to the Operations Director and working in close liaison with the Chief Operating Officer and Deputy Head Operations & Co-curricular you will manage a small team of in-house staff responsible for the oversight and delivery of all planned and reactive maintenance ensuring that all buildings and facilities are functioning safely and efficiently. You will also be responsible for contract management of specialist sub-contractors and service providers ensuring the schools obligations to safeguarding and statutory compliances are adhered to, including in particular fire, and health and safety legislation.

You will have excellent attention to detail and the ability to anticipate and resolve issues as you coordinate department support to daily school routine with special events in the school calendar, liaising with academic and support staff to ensure the smooth running of daily school needs and demands.

This position is very much "hands on" and you will not only be the team's manager but also a team player with the ability to "muck in" when needed.

Excellent communication skills, multi-tasking, attention to detail and the ability to work under pressure will be required to be successful in this position.

The post-holder will support the Operations Director in the delivery of project works as agreed with the Chief Operating Officer, and will deputise for the Operations Director in their absence.

## **Working Hours:**

The post is full time, 52 weeks per year. The working hours are 40 hours per week, 8.00am - 4.30pm, 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 and 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 Saturdays or Sundays to support planned school events.

# The *Person*

## Person Specification:

	Essential	Desirable
Education	<p>Health and Safety certificate (IOSH/ NEBOSH) or other qualifications in facilities management or related area</p> <p>GCSEs or equivalent at grade C/5 or above including Maths and English</p>	<p>Project Management qualification (PRINCE 2 practitioner or other) or equivalent</p>
Experience	<p>Proven managerial or supervisory experience within a facilities or support services environment</p> <p>Proven ability to lead and manage both in house teams and external suppliers.</p> <p>Experience of costing work, purchasing and working within budgets</p> <p>Knowledge of Health and Safety practices</p> <p>Experience of supervising and appraising staff</p>	<p>Worked or working within an educational environment</p> <p>Experience of building maintenance and refurbishment projects</p> <p>Experience of working within listed buildings</p>
Skills	<p>Effective communication skills, both written and verbal</p> <p>Strong IT skills</p> <p>Good organisational and time management</p>	<p>Planning application process</p> <p>Understanding of RIBA stages, including briefings, designing, constructing and operating building projects.</p>

# The *Person*

	Essential	Desirable
Skills	<p>Good organisational and time management</p> <p>Evidence of leading a team where outcomes remained outstanding or improved under their leadership</p> <p>Ability to work under pressure</p> <p>Ability to make informed decisions and use own initiative</p> <p>Be a team player who is able to develop and sustain supportive working relationships with colleagues both within and outside the school</p>	<p>Knowledge in Safeguarding of children</p> <p>Ability to adapt to changing and conflicting demands</p>
Personal Qualities	<p>Confident</p> <p>Cooperative</p> <p>Friendly</p> <p>Punctual</p> <p>Reliable and trustworthy</p>	<p>Lead and inspire teams</p>



# Key *Responsibilities*

Below is a summary of the key responsibilities of the Facilities and Operations Manager.

## **Team Leadership:**

- Manage the facilities and operations team, ensuring the team work efficiently and effectively to meet the school's needs.
- Daily liaison to coordinate the school calendar with facilities, academic and support staff requirements ensuring the smooth running of daily school.
- Hold and manage departmental meetings inclusive of toolbox talks any relevant Health & Safety or industry changes.
- Work closely with the other heads of support and academic departments.
- Ensure training of staff within your is kept up to date and staff have the required skills to conduct their work in an appropriate and safe manner.
- Abide by and implement the school policies and procedures.
- Ensure all work carried out is to the highest standards and quality.

## **Planned & Reactive Maintenance:**

- Prioritise and organise planned and reactive workload for all areas of responsibility.
- Overseeing the school's helpdesk system inclusive of workload prioritisation.
- Management and control of the school's estate asset register.
- Ensure daily monitoring of the swimming pool and its plant is undertaken and appropriate adjustments made to meet compliance guidelines.
- Oversee furniture and display set up and take down.
- Ensure the school post and parcels are collected and distributed.
- Ensure the school minibuses are checked daily and maintained to road worthy standards.

## **Health, Safety & Compliance:**

- Ensure that all areas of the school's estate are safe and compliant at all times.
- Promote a positive and strong health and safety culture within the school.
- Maintain up to date knowledge and records relating to relevant legislation and the Independent Schools Standard Regulations (ISSR).
- Ensure Health and safety legislation and procedures are complied with at all times.
- Review and own actions from fire and water risk assessments and health and safety audits.

# Key *Responsibilities*

- Ensure that all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations.
- Conduct site audit and inspections, own actions and drive through to completion within agreed deadlines.
- Take a proactive approach towards your own development in line with health and safety standards.
- Support school fire drills and lockdown processes.
- Oversee our life safety systems maintenance inclusive of servicing and resolution of any reported remedials.
- Support the Operations Director with insurance inspections to critical plant inclusive of LOLER, PUWER & PVI inspections.
- To ensure that departmental risk assessments are regular reviewed and updated.

## **School Events:**

- To attend weekly calendar meetings and consider the operational impacts of each event
- Be involved in, and have oversight of key processes that are cross departmental such as open days, parents' evenings and alike.
- Establish event and room set up reference information.

## **Contractor Management:**

- Liaise with external providers to ensure cost effective contracts are in place and these are regularly reviewed alongside the school and departments performance expectations.
- Review and manage alongside the Operations Director the schools PPM planner to ensure contractors and booked in for planned works and clear communication is provided to internal stakeholders on works, timings and spend.
- Develop and maintain relationships with key contractors reporting any contractual issues to the Operations Director.
- Review current safe systems of work to improve our control methods towards external contractors and suppliers.



# Key *Responsibilities*

## **Budget Management:**

- Work closely with the Operations Director to ensure accurate budgeting and forecasting of Operational & Capital Expenditure.
- Be comfortable in challenging costs with suppliers for goods and contractors for services delivered.
- Raise purchase orders & track spend via finance trackers held.

## **Project Management:**

- Assist the Operations Director with the oversight of refurbishment projects.





# Working at Bancroft's

Bancroft's offers a generous benefits package, including:

 <b>Competitive</b> salaries	 <b>Pension scheme</b> options – TPS or our Defined Contribution Scheme	 <b>Income Protection</b> Insurance	 <b>Death in Service</b> Insurance
 <b>Complimentary</b> lunches	 Use of school <b>gym</b> and <b>swimming pool</b>	 Optional <b>subsidised private</b> health care	 <b>Fee</b> remission for children of staff members
 Friendly and welcoming <b>common room</b> , which organises regular <b>social events</b>		<h3>Location</h3>  <p>Closest Stations: <b>Woodford</b> (underground) <b>Chingford</b> (overground)</p> <hr/> <p>Travel Options by Bus: <b>179   397   657   20</b></p>	
 Outstanding <b>support</b> for ECTs	 Generous <b>holiday</b> allowance		
 <b>Cycle to work</b> scheme	Commitment to supporting ongoing <b>professional</b> <b>development</b>		

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:** 9.00am on Friday 9 May 2025

**Interviews:** Thursday 15 May or Friday 16 May 2025

An application form is available to download from the School website or by emailing [hr@bancrofts.org](mailto: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*

