



THE ORATORY



BRIEF FOR THE POST OF ESTATES CO-ORDINATOR

HMC CO-EDUCATIONAL 11-18 CATHOLIC BOARDING & DAY SCHOOL

THE SCHOOL

The Oratory is an HMC independent school for students aged 11 to 18, providing an all-round education of quality and purpose.

We offer small class sizes and outstanding facilities on a wonderful South Oxfordshire country estate and yet we are within easy travelling distance of London, major motorways, railways and airports.

The Oratory School has high academic standards; however, we believe that an education is about more than statistics. We have a clear vision to ensure that each student flourishes and fulfils their maximum potential both in and far beyond the classroom. To this end, a wide variety of co-curricular activities enrich the students' learning and all students get the opportunity to develop their specific talents to the full.

The Oratory is not a large school, and this enables each and every student to be known, valued and stretched as an individual within our nurturing community.

Founded in 1859 by Saint John Henry Newman - we are a Catholic school which welcomes students of all faiths or none. Visitors often comment on the inclusive community atmosphere of our school, which we believe nurtures confidence, self-expression and a desire to learn and grow.



WELCOME FROM THE HEAD MASTER

Mr Matthew Fogg became Head Master of The Oratory School in April 2025, having previously been Deputy Head of the school since 2018.

Matthew is a graduate of Durham University and has dedicated his career to Catholic boarding schools. He has a daughter and son, both of whom are pupils at The Oratory and his wife, Dr Vicky Fogg, is Housemaster of The Oratory's girls' house, Wootten House

Matthew says, "I consider it to be an extraordinary honour to be able to take on the role of Head Master at Saint John Henry Newman's school, and to build on the very many achievements and successes to date. Vicky and I moved to The Oratory in Woodcote, along with our children Bella and Leo, 7 years ago, because of our desire to work in a school that is rooted in its Catholic heritage and which provides all of its pupils with the opportunity to flourish both spiritually and academically, in their sporting and cultural lives, and to make friendships that will last a lifetime.

I shall do everything in my power, along with all the wonderful staff here, to ensure that as well as building on The Oratory's academic performance, and on our sporting achievements, where we already punch above our weight, I will personally encourage each and every pupil to develop the skills, human skills, that set the scene for a life fully lived. I want all of our pupils to do well - and to do good. Qualities such as leadership, teamwork, resilience, compassion and generosity of spirit must not just be talked about, but lived, shared and witnessed in our daily lives."

Mr Matthew Fogg
Head Master



THE DEPARTMENT

The Estates Department is responsible for the management, maintenance and development of the school's extensive estate, ensuring that the campus remains safe, secure, compliant and fit for purpose for pupils, staff and visitors.

As a busy boarding school operating throughout the academic year, the department supports a wide range of facilities, including boarding houses, teaching spaces, sports facilities. The team is led by the Estates Manager, who has overall responsibility for the strategic and operational management of the estate, and is supported by the Estates Co-ordinator, who provides essential administrative, scheduling and communication support across all estate functions. Working closely with maintenance staff, contractors and wider school departments, the Estates Department plays a vital role in delivering a high-quality environment that supports both the educational and pastoral life of the school.

THE ROLE

We are seeking a highly organised and proactive Estates Co-ordinator to join our busy Estates Department on a term-time only basis.

This varied and rewarding role is central to the smooth operation of our boarding school campus, providing administrative and operational support to ensure that maintenance, compliance, facilities management and contractor activities are efficiently coordinated. The successful candidate will be an excellent communicator with strong organisational skills, capable of managing multiple priorities while delivering exceptional customer service to staff, pupils, parents and external contractors. Working in a vibrant school environment, you will play a key role in helping to maintain a safe, welcoming and well-presented estate that supports the school's educational and boarding provision.

This is an ideal opportunity for a motivated individual who enjoys working as part of a collaborative team and making a positive contribution to the life of a thriving boarding school.



KEY RESPONSIBILITIES

- Respond to enquiries from external contractors and internal colleagues, delivering a high level of customer service in a proactive and professional manner.
- Log, prioritise, and action tasks received via the School Ticketing System or email, ensuring they are completed promptly and in line with agreed procedures.
- Act as the first point of contact for external agencies, service providers, and contractors — managing queries, coordinating site visits, and arranging works as required.
- Maintain accurate and up-to-date central databases and records relating to contractors, compliance, and estates operations, ensuring all documentation remains current and legally compliant.
- Support the Estates Manager with estates compliance, health and safety, site security, and transport operations as directed.
- Assist the Estates Manager in maintaining all compliance logs, including those relating to health and safety, statutory inspections, and risk assessments.
- Foster positive working relationships with colleagues, contractors, and service providers to promote Effective communication and efficient estates management across the school.

This job description outlines the main responsibilities of the role. It is not exhaustive. The postholder may be required to undertake other reasonable duties commensurate with the seniority of the role and the needs of the School.



ACCOUNTABLE TO

The Estates Manager

SALARY

£17,100.00 (pro rata) DOE

HOURS:

This is a term time position for 30 hours per week, 9am to 3pm Monday to Friday. These hours include a 30-minute unpaid lunch break and are negotiable.

SAFEGUARDING AND COMPLIANCE

The School is committed to safeguarding and promoting the welfare of children and young people. The following duties will be deemed to be included in the duties which you may be required to perform:

- Uphold and implement the School's safeguarding policies and procedures.
- Promote a culture of vigilance and pupil welfare.
- Report any safeguarding concerns promptly



PERSONAL SPECIFICATION	
Qualifications and Academic Profile	• Experience building and maintaining relationships with a variety of stakeholders. • Experience of digital and non-digital channels • Experience of working in a role that requires flexibility and self-management.
Professional Skills and Attributes	• Well organised, able to approach work methodically, prioritise and meet deadlines. • Demonstrates outstanding written and verbal communication abilities, ensuring clear and effective engagement with diverse audiences. • Good organisational skills, hands-on with the ability to work as part of a small team but also have the ability to work unsupervised and manage their own time effectively.
Aptitude	• The ability to work on own initiative and prioritise workload effectively, as well as being a committed team player. • Commitment to safeguarding and wellbeing of children and young people. • Ability to work flexibly and accept challenges with a positive proactive attitude. • Ability in achieving challenging targets and objectives • Commitment to equity, diversity and inclusion and understanding how this applies to the role. • Proactive and resilient attitude
Desirable	• Full drivers' licence • An understanding of the expectations, ethos and aims of a full boarding school. • OSH qualification. • First Aid Qualification



BENEFITS

PARKING

Free & onsite



MEAL

Free on duty meal during term time



POOL

Sports Centre membership for you and your family



STAFF ROOM

Space to take a break, share ideas. Team events, in a supportive environment.



GROWTH

CPD training available to all employees.



GYM

Sports Centre membership for you and your family



FEE DISCOUNT

Fee discount is available to all employees.



ELECTRIC CAR CHARGING

Electric Car Charging points available.



SQUASH

Sports Centre membership for you and your family – including access to our squash courts.



LOCATION

Situated in beautiful grounds, for walking meetings and breaks.



EYE VOUCHER

Vouchers are available for eye tests in line with VDU use.



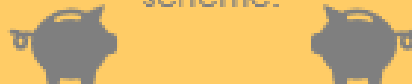
GOLF

Sports Centre membership for you and your family – including access to our golf course.



TECHNOLOGY

Great support, advice and loaned devices, as needed.



PENSION

Contributory pension scheme.

SALARY

Competitive



HOW TO APPLY

Applicants should complete the school's application form and send together with a covering letter in PDF format to recruitment@oratory.co.uk

The closing date for applications is **21 September 2026** with Interviews taking place soon thereafter.

Early applications are encouraged. We reserve the right to close this advertisement early if we receive a high volume of suitable applications or if we find a suitable candidate from early applications.

The interview process will include:

- Interview with the Estates Manager and HR.

Please send postal applications together with a covering letter to:

Director of People, The Oratory School, Woodcote, Oxfordshire, RG8 0PJ

For any queries, please email recruitment@oratory.co.uk.

The Oratory Schools Association Registered Charity No 309112 is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo checks with past employers, online and the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 213, 2020.





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