



THE ORATORY



**BRIEF FOR THE POST OF
ESTATES CO-ORDINATOR
JANUARY 2026 START**

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



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THE SCHOOL

The Oratory is an HMC independent school for pupils 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 pupil 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 pupils' learning and all pupils get the opportunity to develop their specific talents to the full.

The Oratory is not a large school, and this enables each and every pupil 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 pupils 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.





THE ROLE

Estates Co-Ordinator:

We are looking for a proactive, solutions-focused Estates Co-Ordinator to join our dedicated Estates team. This is a 30 hours week term time only position starting in January 2026, reporting directly to the Estates Manager.

The Estates Co-Ordinator will provide general administrative support to the whole Estates department for all aspects of the ongoing management and further development of the school site.

Working as part of The Oratory support team offers a unique opportunity to contribute to a thriving and supportive school community. Our support staff play a vital role in ensuring the smooth running of the school, creating an environment where pupils can flourish both academically and personally. We expect our staff to be dedicated, professional, and committed to delivering high-quality service across all areas of school life.

In return, we offer a fulfilling and rewarding workplace where every member of staff is valued and supported. The Oratory fosters a strong sense of community, providing opportunities for professional growth and personal development. Whether working behind the scenes or directly with pupils, our support staff make a meaningful impact every day, helping to uphold the school's ethos and commitment to excellence.





Key areas of responsibility include:

- 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 should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list. You may be required to undertake such other reasonable duties from time to time as the school may reasonably require.



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.

SALARY

£17,100.00 (pro rata)

BENEFITS

- Sports Centre membership with free access to the gym; squash courts, lane swimming and golf course.
- A meal while on duty during term time.
- Contributory pension scheme.
- Staff fee discount.
- Free parking.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety.
- promoting and safeguarding the welfare of children and young persons for whom you are responsible.





The Person

Qualifications and experience

Essential	Desirable
• Experience building and maintaining relationships with a variety of stakeholders. • Experience of working in a role that requires flexibility and self-management. • Experience of digital and non-digital channels.	• IOSH qualification. • First Aid Qualification • Customer service experience

Skills

Essential	Desirable
• Exceptional Communication Skills: Demonstrates outstanding written and verbal communication abilities, ensuring clear and effective engagement with diverse audiences. • Strong Organisational: well organised, able to approach work methodically, prioritise and meet deadlines. • ICT skills; possess essential up-to-date ICT skills to cope with the daily volume of administrative work.	• An understanding of the expectations, ethos and aims of a full boarding school.

Aptitude

Essential	Desirable
• Self starter attitude with ability to manage department expectations. • The ability to work independently with speed and accuracy under pressure • Ability to communicate clearly • Ability to develop and support practical solutions to challenges within the department. • Committed to the safeguarding and wellbeing of children and young people • Proactive and resilient attitude	



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 **16 November 2025** 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, Bursar and HR.
- Tour of the school.

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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