



THE ORATORY



**BRIEF FOR THE POST OF
ESTATES MANAGER
NOVEMBER 2025 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

We are looking for a proactive, solutions-focused Estates Manager to join our dedicated Estates team. This is a full-time position starting in November 2025, reporting directly to the Bursar.

The Estates Manager is responsible for all aspects of the ongoing management and further development of the school site. This includes developing and improving the day-to-day operations while adhering to compliance, laws and regulations.

You will be both a leader and a team player, an excellent communicator, commercially astute, motivated, proactive, agile and adaptable individual, who will be able to proactively manage the School Estates department.

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.

Special Requirements

- This is a hands-on role that has technical as well as customer service elements. It also interfaces between the School, key personnel and estates services often requiring tact, diplomacy and determination to ensure appropriate service levels are achieved.
- As a boarding school, we run a 7-day operation and the role demands the post holder to be available for emergency calls at any time, especially during term time. A flexible working approach is required to meet the varied and challenging demands of the role and in turn the School. The nature of the role is that there are periods of intense work followed by less intense periods and there will be some unsocial working hours.
- Due to the evolving nature and changing demands of the school, the post holder must understand that the job description is to be seen as a guide only as examples of the type of duties, which they are expected to undertake. Duties may vary from time to time and due notice will be given of major changes. The employee may also be required to work in any department in order to meet the needs of the school.



Key areas of responsibility include:

- Promoting and safeguarding the welfare of the pupils at the School to ensure that essential services such as heating, lighting, electricity and water etc are available and appropriately maintained and monitored, and to be prepared to react to, and control the School's responses to, emergency situations such as power cuts.
- To establish and develop control and monitoring processes to ensure that the School meets its obligations under environmental regulations and good practice in areas of pollution control, energy reduction and waste management.
- To be responsible for the budgets associated with the activities of the post.
- To oversee the Health and Safety for the School and to provide operational support in matters of health and safety, particularly in the area of risk assessments and the operation of COSHH regulations.
- To identify external providers of goods and agree costs and service levels and to ensure that all Contractors comply with safeguarding rules set out by the School.

Department and Management

- The Estates Manager will provide management to the various teams within Estates to include Maintenance, Security, Health and Safety and Transport.
- Be responsible for the appraisals of the various teams, ensuring training and development plans are established and delivered.
- Assisting with the recruitment of new team members as required and being responsible for new recruits' inductions and probation management.
- Liaise with HR and Payroll on staffing issues including absences, time keeping and holidays.





Building and Estates – Strategic

- Assistance in the strategic development of the Estate, in conjunction with the Head, Bursar and Governing Body; advise the Bursar on matters relating to the ongoing management of the Estate.
- Act as day-to-day representative for all major site development projects, ensuring adequate supervision and control and within budget delivery.
- Manage a comprehensive estates asset register and a costed rolling 5-year building maintenance plan.
- Production of reports to the Governors on data to advise on trends within the various areas within the Estates department.

Buildings and Accommodation - Operational

- Maintain school buildings, plant and accommodation, including staff accommodation.
- Prepare, budget and monitor a schedule of routine works.
- Formulate and implement preventative maintenance programmes for utility systems, equipment and building maintenance.
- Ensure the maintenance and efficiency of the installations and plant for electric, gas and heating oil supply, heating and domestic hot water.
- Oversee the maintenance of the pool plant room and swimming pool water testing.
- Prepare the specifications for minor works, extensions or refurbishments to buildings including obtaining estimates, tenders and building control consents.
- Co-ordinate and communicate with other staff and departments regarding maintenance projects, refurbishments or building projects.
- Whenever possible, take charge of emergency situations and ensuring responsible back-up is available in order to take corrective action as necessary.
- Maintain meticulous records with regard to annual inspections of property, equipment and general preventative maintenance, to include asbestos and Legionella.

School Security

Through appropriate management of the Security Personnel:

- Assume overall responsibility for the security of school buildings and premises and ensuring that appropriate security measures are in place for the safeguard of staff and pupils.
- Review, periodically, each School's Security Policy, making recommendations to enhance security arrangements and both School properties as required.



Compliance

- Manage and co-ordinate statutory inspection and servicing schedules to ensure full compliance with all legislation, to include (but not limited to) fire and alarm systems, lighting, air conditioning, asbestos, water testing, PAT testing and COSHH.
- Ensure safe working practices are employed and that all relevant staff are properly trained and competent in the operation of any equipment put into their charge.
- Monitor the performance, health and safety practices, licences, insurances, and DBS clearances of contractors, reporting any deficiencies to HR.

Health and Safety

- Formulate and monitor the School's Health and Safety Policy to comply with the requirements of Health and Safety Legislation.
- Ensure that risk assessments are carried out where appropriate and monitor all departments to ensure that they are carrying out risk assessments. Take professional advice as required.
- Regularly assess and update the Risk Assessment and Crisis Management Plan as required.
- Ensure that there are effective fire detection, prevention, fire alarm testing and evacuation procedures and liaise with local emergency authorities.
- Develop best practice culture across the School.
- Ensure that all site installations comply with the regulations and that all periodic testing is completed to schedule.
- Maintain the asbestos policy and register.
- Manage, advise and communicate with staff on related Health and safety matters.
- Be responsible for the efficient operation and implementation of health and safety procedures, practices and documentation including all required Health and Safety policies, including Fire safety policy and risk assessments.

School Mini-Buses and Vehicles

- Ensure regular servicing and maintenance of the mini-bus fleet and other school vehicles, including road tax.
- Ensure minibus safety checks are undertaken regularly and fully understood by staff who drive them.
- Oversee the management of internal drivers and the school's external bus company contractor, ensuring training, competency assessments, compliance, and all related documentation are administered effectively.
- Monitor and update the School's Transport and Housing Policies as needed.



SALARY

£45,000 - £50,000 and is dependent on qualifications and experience.

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.

HOURS

- This is a full-time role working throughout the year. The minimum hours per week will be 40 hours expected to be 9am – 5.30pm Monday - Friday and includes a lunch half hour, which will be taken at times that ensures that the Department has staff cover throughout the whole day.
- Members of the Estates department are expected to understand that their working hours, at times, need to reflect and be in line with departmental needs. There needs to be a flexibility within the department to ensure The Oratory estate is well maintained – which will not always be between 9am-5.30pm, Monday to Friday.
- The successful candidate will be expected to liaise effectively with their Line Manager with respect to booking annual leave to ensure that the Department is appropriately staffed.





The Person

Qualifications and experience

Essential

- Proven track record in an Estates Manager or Facilities Manager role within the Education Sector.
- Health and Safety Management Experience.
- 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.

Desirable

- IOSH and/or NEBOSH Management of health and safety qualification.

Skills

Essential

- **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.
- **Health & Safety Expertise:** Possesses a solid understanding of School Health & Safety procedures and risk assessment protocols, ensuring a secure and compliant environment.

Desirable

- An understanding of the expectations, ethos and aims of a full boarding school.

Aptitude

Essential

- Committed to the safeguarding and wellbeing of children and young people.
- **Collaborative Relationships:** Able to form strong effective working relationships with colleagues and relate appropriately to pupils and parents.
- **Patience and Empathy:** Shows patience and empathy in interactions, ensuring that the needs and concerns of colleagues and pupils are understood and addressed respectfully.
- **Confidentiality:** Maintains high levels of confidentiality and discretion.
- **Practical Thinking:** Ability to develop practical solutions to challenges.
- **Resilience Under Pressure:** Exhibits a proactive and resilient attitude, remaining calm under pressure.

Desirable



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 **03 October 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 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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