



OUNDE
School

Director of Estate

Applicant Information

Oundle School

The Corporation of Oundle School

The Corporation of Oundle School, a registered charity, was founded to provide an education of the highest class and this remains its primary objective. The Corporation has responsibility for Oundle School, Laxton Junior School, Oundle School Enterprises Limited and the Oundle School Foundation.

Oundle School has its origin in a grammar school founded in 1556 by Sir William Laxton, who was Master of the Worshipful Company of Grocers and Lord Mayor of London in 1544. The Grocers' Company is one of the oldest Livery Companies of the City of London and ranks second in the order of precedence. Under the terms of the will of Sir William Laxton, the Grocers' Company continues to demonstrate its support for Oundle School and Laxton Junior School (the Schools) through the provision of bursaries and grants. The Corporation establishes a Governing Body of seventeen members to oversee the running of the Schools with Laxton Junior School (LJS) governed by the Governing Body of Oundle School through the Laxton Junior School Committee.

Oundle School and Laxton Junior School

Oundle School has long been associated with the very best of modern independent education, especially boarding. It takes seriously its responsibility to pupils so that they can emerge as decent, open-minded adults; ambitious about what they can go on to achieve and contribute. 1140 pupils are on roll at the School, of whom 840 are full boarders.

Laxton Junior School is a day school of 260 pupils from Reception to Year 6, located in the heart of Oundle.

A team of around 800 staff, both academic and support, ensure an education of the highest standard is in place across the Schools with the efforts of the whole team focused on this fundamental aim.

Oundle Today

The Corporation of Oundle School is a rewarding and exciting place to work. We are proud of our staff and we value the contribution that every employee makes to the life of both Schools and our pupils.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and social clubs for both young and old. Barnwell Country Park is within easy walking distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

Recruitment Process and Benefits

The recruitment process will be conducted in line with our Recruitment Policy to select the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state of the art Sports Centre and Swimming Pool
- BUPA Wellbeing Expenses Plan
- Electric Vehicle scheme subject to rules
- Cycle to Work scheme subject to rules
- Free lunch available for staff during School term times
- Free car parking (subject to availability)

Some of the above are non-contractual.

See also the Employment Information section.

Director of Estate

Responsibilities and Organisation Structure

The Director of Estate is responsible to the Bursar for ensuring a safe, compliant, and fit-for-purpose environment across Oundle and Laxton Junior School. This strategic leadership role encompasses full estate management, including land stewardship, capital project delivery, planned and reactive maintenance, refurbishment, and residential property oversight.

The post holder leads the Buildings Department and Grounds & Gardens teams, with direct line management of key roles. They will oversee a diverse estate comprising Grade I* listed buildings, modern teaching facilities, boarding houses, and staff accommodation and extensive sports grounds. A key function of this role

is to act as the School’s ‘Responsible Person’ under DfE and HSE guidance, and as the ‘Client’ under CDM Regulations, ensuring full compliance with all relevant legislation.

The Director of Estate provides strategic and operational leadership to the School's estates functions, directly leading the Buildings Department and the Grounds & Gardens teams. This is a significant leadership position, and candidates must have demonstrable experience in successfully managing a large and geographically spread team. The unique character of the School, with its buildings and grounds dispersed throughout the town of Oundle, makes this a key aspect of the role.

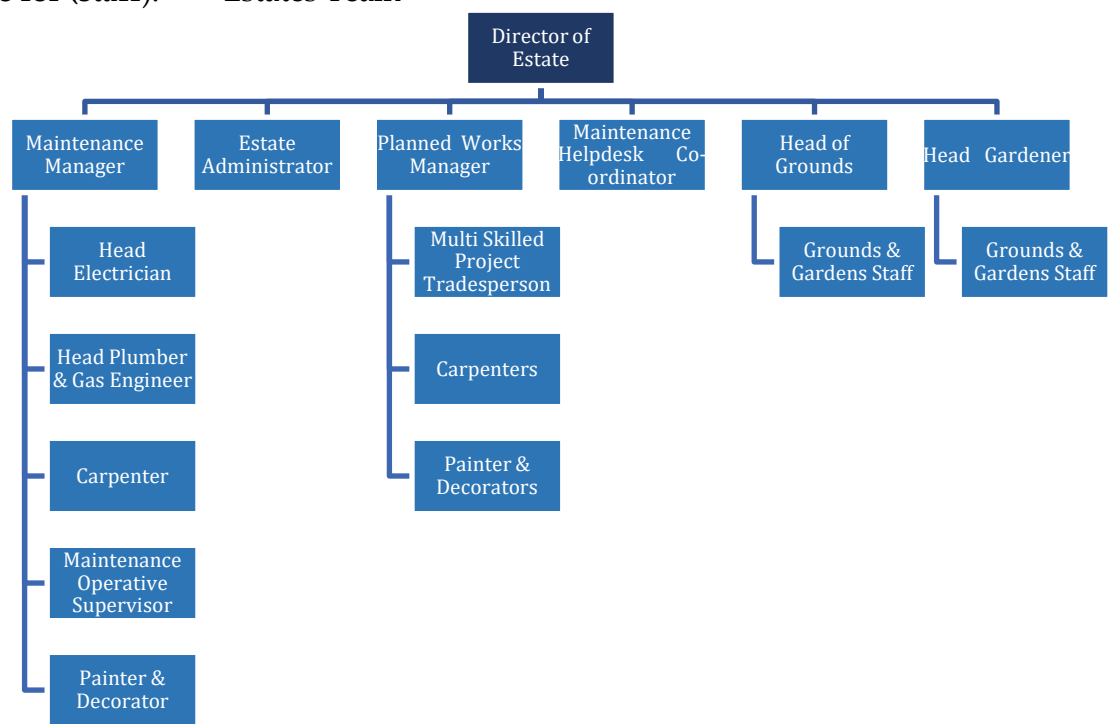
The Head, Bursar and Deputy Heads form the School Leadership Team (LT). The post holder will be a member of the Bursary Management Team (BMT) and the School’s Extended Leadership Team (ELT).

Department: Bursary Management Team

Department/Team: Bursary Management Team/Estates

Responsible to: Bursar

Responsible for (staff): Estates Team



Strategic Estate Management & Capital Projects

- Develop and deliver a long-term Estate Strategy that is fully aligned with the School’s educational and operational goals.
- Maintain a comprehensive Strategic Maintenance Plan, including a rolling 5-year programme for refurbishment, repairs, and improvements across all estate assets.
- Lead the delivery of capital projects from inception to completion, ensuring the effective integration of design, construction, commissioning, and stakeholder engagement.
- Act on behalf of the School as the 'Client' within project design teams and with contractors, overseeing the production of specifications, appointing consultants, and managing contractors through appropriate tender and selection processes.

- Work alongside appointed project managers on larger projects to ensure the School's leadership team is kept fully informed of progress.
- Oversee legal support for estate management matters, including asset procurement and disposal.

Estate Operations & Maintenance

- Agree, publish, and communicate an annual works programme, ensuring transparency and responsiveness to the needs of all stakeholders.
- Implement a comprehensive Planned Preventive Maintenance (PPM) schedule for all buildings, grounds, and infrastructure.
- Maintain a digital asset register and a programme of condition surveys to inform lifecycle planning and investment decisions.
- Supervise internal teams and external contractors in the delivery of all maintenance, refurbishment, and emergency response services.
- Evaluate all requests for major repairs or improvements to determine their feasibility, cost, and impact on existing programmes.
- Liaise with the Sports Departments regarding grounds requirements and maintenance schedules.
- Maintain Service Level Agreements (SLAs) for response and planned maintenance across the School.

Team Leadership

- Direct Leadership and Performance Management: Supervising internal teams including in the Buildings Department and the Grounds and Gardens Department, and external contractors, in the delivery of maintenance, refurbishment, and emergency response services. This includes reviewing and monitoring the work practices and efficiency of the team to ensure tasks are completed in a timely manner.
- Collaborative Management: Working in conjunction with other managers and stakeholders to ensure smooth operations. This involves co-ordinating the work of outside contractors with the in-house teams.
- Developing a Collaborative Culture: The role requires an individual who can work effectively in a collaborative environment and build strong relationships with a diverse range of stakeholders. The professionalism and dedication of support staff are invaluable to the School's success.
- Proven Leadership Experience: The successful candidate will have a proven track record of estate leadership in a complex environment and significant experience in a management or supervisory capacity. While not essential, a formal management qualification (such as a DMS) is highly desirable.

Budgetary & Financial Management

- Manage the agreed Estates' budget and approved capital projects, working closely with the Director of Finance to control and monitor expenditure in line with School processes.
- Develop and manage a 3 to 5-year financial plan for the estate, liaising with the finance department to deliver a balanced budget.
- Determine which programmes of work should be outsourced based on budgetary constraints and resource availability, agreeing the process with the Bursar and Director of Finance.

Regulatory & Statutory Compliance

- Ensure the estate and all departmental processes are fully compliant with Health and Safety legislation, including the preparation of risk assessments in conjunction with the Health & Safety Manager.
- Ensure full compliance with all relevant statutory duties, including NMS and ISI requirements, planning, conservation, and building control regulations.
- Act as landlord for the School's staff accommodation portfolio, ensuring compliance with all relevant housing and tenancy legislation, including the Housing Act 2004 and the Landlord and Tenant Act 1985.
- Maintain a register of approved suppliers, ensuring they are cleared for safeguarding, health and safety, anti-modern slavery, and other relevant policies.
- Conduct a regular programme of inspections across all facilities and grounds to assure compliance regimes are being adhered to.
- Ensure all safety and security systems, including fire alarms, intruder alarms, and access control, are serviced, maintained, and fully compliant with legislation

General

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Develop practical measures through your actions and behaviours to demonstrate commitment to the delivery of School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be expected to undertake.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable
Chartered status in a relevant discipline (e.g. MRICS, MCIQB, CIBSE, CIH)	✓	
A valid current UK driving licence	✓	
Management qualification (DMS)		✓
NEBOSH		✓
Competencies and Experience	Essential	Desirable
Proven track record of estate leadership in a complex, regulated environment (e.g. education, healthcare, defence)	✓	
Strong understanding of landlord responsibilities and housing legislation	✓	
Experience managing listed buildings and heritage assets	✓	
Familiarity with CDM Regulations and acting as Client under HSE guidance	✓	
Proficiency in digital estate management tools and asset registers	✓	
Personal qualities	Essential	
Commitment to safeguarding, equality, and sustainability	✓	
Ability to adapt to the culture of the School and its requirements including safeguarding	✓	
Excellent stakeholder interpersonal skills	✓	
Excellent communicator in written and oral settings	✓	
Able to build strong relationships with all stakeholders	✓	
Strong leadership, organisation and effective delegation skills	✓	
Able to plan, organise, manage multiple tasks, and prioritise effectively	✓	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education 2025 guidance, therefore a good understanding of safeguarding procedures is essential on employment.

Employment Information

The role is subject to a six-month probationary period. On completion, staff participate in the School's performance development process

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** To be agreed, as soon as possible.
- **Contract:** Permanent.
- **Working weeks:** This role is full time.
- **Hours of work:** Normally 40 hours per week, 8.30am to 5.00pm. All meal breaks are non-working hours and unpaid. Flexibility is reciprocal and in this leadership role it is anticipated that the necessary hours will be undertaken to ensure the function is undertaken satisfactorily, within reason.
- **Competitive Salary:** Dependent on experience.
- **Contributory Pension Scheme:** You will need to contribute a minimum of 3% of your contracted salary and you are eligible to receive a contribution from the School capped at 12.5% of contracted salary.
- **Life Assurance:** 3 x salary, subject to scheme rules.
- **Holidays:** 34 days plus 7 Bank Holidays (There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day). Holidays are to be taken outside of when the School is in session, where possible. The School contractually determines that 3 of the 34 holidays, be taken between Christmas and New Year, where staff are contracted to work this period.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is 27 October 2025

If you have any questions about the role, please contact:

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Email c/o: opportunities@oundleschool.org.uk / Tel: 01832 277193