



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Head of Estates and Operations
Required from the earliest opportunity



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' and 'C' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

Head of Estates and Operations

Required from the earliest opportunity

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

The Head of Estates & Operations is responsible for the effective day-to-day management and co-ordination of the school's estates and operational services, ensuring the site is safe, well-maintained, presentable and fit for purpose at all times.

This is a new role and has been created to provide clear operational leadership across multiple support functions that currently report directly to the Chief Operating Officer. The postholder will take ownership of operational decision-making, prioritisation, and problem-solving, ensuring issues are resolved efficiently and consistently whilst reducing unnecessary escalation to senior leadership.

The Head of Estates & Operations will work closely with the Chief Operating Officer, who retains overall strategic responsibility for the estate, capital planning and governance.

The role has leadership responsibility for the following teams and services:

- Maintenance

- Grounds
- Domestic services
- Security
- Transport and fleet services

The postholder will lead these teams through a combination of direct line management and delegated supervision. However, this is not a purely supervisory role. The School operates with relatively lean operational teams and the successful candidate will be expected to contribute directly to operational delivery where appropriate. This may include investigating issues, obtaining quotations, planning works, managing contractors, undertaking inspections, developing procedures, supporting events, and personally leading improvement projects. The role requires a practical, proactive approach and a willingness to take ownership of problems from identification through to resolution.

Initially the successful candidate will be required to assist the Chief Operating Officer in strengthening and embedding operational systems, processes, and controls across the School.

Main Duties

Key responsibilities

1. Operational leadership & co-ordination

- Take day to day leadership of estates and operational teams, providing clear direction, prioritisation, and accountability
- Act as the first point of escalation for operational issues, resolving problems promptly and proportionately
- Ensure work is planned, resourced and sequenced effectively, reducing reactive working and disruption
- Maintain high standards of presentation, cleanliness and functionality across the estate
- Be regularly visible on site and accessible to staff, while maintaining professional authority
- Personally lead operational projects and improvement initiatives, undertaking work directly where appropriate rather than solely through delegation.

2. People management

- Line manage team leaders and supervisors across estates, grounds, domestic services, and security
- Set clear expectations around standards, behaviour and performance
- Support recruitment, induction and training of staff within the department
- Address attendance, conduct and performance issues consistently and fairly, escalating only where necessary
- Foster a culture of reliability, teamwork and pride in the School environment

3. Estate and site operations

- Oversee planned and reactive maintenance across all buildings and grounds
- Ensure maintenance tasks are prioritised appropriately and delivered to an agreed standard
- Oversee the School's transport and fleet provision, ensuring it is safe, compliant and well organised. This includes home to school transport, as well as transport for fixtures and school trips

- d. Ensure domestic services are delivered to a consistent and appropriate standard across teaching, boarding and communal areas
- e. Co-ordinate operational support for school events and fixtures as well as events and activities organised by Kimbolton School Enterprises, the commercial subsidiary of the school

Strategic estate planning, master planning, and major capital decisions remain the responsibility of the Chief Operating Officer.

4. Financial management and continuous improvement

- a. Manage delegated operational budgets and monitor expenditure against plan
- b. Ensure spend is controlled, authorised appropriately, and represents good value for money
- c. Support the Chief Operating Officer with budget forecasting by providing realistic assessments of operational need
- d. Oversee estates related contracts and service agreements
- e. Ensure resources (staff, equipment and contractors) are deployed efficiently

5. Compliance and contractor management

- a. Work alongside the School's Health & Safety Manager to ensure operational teams comply with agreed procedures and controls
- b. Ensure statutory inspections, servicing and testing regimes are carried out as scheduled
- c. Maintain accurate records relating to maintenance, servicing, fleet and contractors
- d. Ensure contractors follow School policies, safeguarding requirements, and site rules

Person Specification

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • No formal qualifications required provided the candidate can demonstrate substantial relevant experience and intelligence suitable for the role 	<ul style="list-style-type: none"> • Qualification or formal training in one or more of the following: <ul style="list-style-type: none"> ○ Project management ○ Facilities, estates or operations management ○ Construction, building services or maintenance ○ Transport or fleet management • Relevant health & safety training at an operational level (awareness rather than strategic ownership)
Experience	<ul style="list-style-type: none"> • Significant experience managing estates, facilities, or operations/projects in a complex, multi-user environment 	<ul style="list-style-type: none"> • Experience working in a school, education, heritage or similarly people-intensive environment • Experience managing transport operations or vehicle fleets

	<ul style="list-style-type: none"> • Proven experience of line managing supervisors or functional leads • Experience coordinating multiple teams with competing priorities and limited resources • Practical experience managing contractors and third-party service providers • Track record of resolving operational issues decisively and calmly 	<ul style="list-style-type: none"> • Experience working with listed buildings or older estates
Knowledge & Skills	<ul style="list-style-type: none"> • Strong practical understanding of operational management • Ability to prioritise effectively, make sound operational decisions and see issues through to resolution • Understanding of contract management and value-for-money considerations • Confident people manager with the ability to set expectations and hold others to account • Clear communication skills, able to deal professionally with staff, contractors and parents where required • Good organisational skills, with the ability to manage multiple workstreams simultaneously 	<ul style="list-style-type: none"> • Awareness of statutory compliance requirements affecting estates, transport and site operations • Ability to interpret operational information and present clear options or recommendations to senior colleagues
Personal Qualities	<ul style="list-style-type: none"> • A proactive, "roll your sleeves up" approach, willing to take ownership of problems and see them through to completion. 	

Terms and Conditions

Reporting to: Chief Operating Officer

Accountable to: Chief Operating Officer

Hours of Work: 37.5 hours a week, 52 weeks a year

Remuneration: £55,000 - £60,000 per annum depending on experience

Probationary Period:	Up to 5 months
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Generous holiday entitlement, fee remission, free parking, access to swimming pool and fitness facilities. Further details on the benefits on offer can be found on the Kimbolton School MyNewTerm profile page .
Referees:	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **29th June 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place week commencing **6th July 2026**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies