



ABINGDON



ESTATES ADMINISTRATOR

Closing Date: 18 March 2026 (Midday)

Interviews: 25 March 2026

Early applications are encouraged. We may make an appointment prior to the advertised closing or interview dates.

Job Pack AS26



Contents

PAGE 03	<u>Message From The Director of Finance & Operations, Justin Hodges</u>
PAGE 04	<u>About the Department</u>
PAGE 05	<u>Job Description</u>
PAGE 07	<u>Person Specific Criteria</u>
PAGE 08	<u>Further Information</u>
PAGE 11	<u>Benefits of Working at Abingdon</u>
PAGE 13	<u>How to Apply</u>

Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Foundation. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the school to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our website, abingdon.org.uk, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1300 students across Abingdon Prep and Senior Schools. Boarding is available from 13+ and boarding houses are full with around 150 boarders. Our sixth form has around 360 students and we employ around 400 teachers and support staff across the Foundation. The Board of Governors oversees the whole Foundation.

Our Schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including newly renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. New facilities for Economics and Business Studies; and Computer Science opened in 2020, alongside two additional houserooms for the students. We have also recently added to our extensive sports facilities - both at Tilsley Park and on the school campus - these offer some of the best sports resources in the area. The Foundation benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In May 2024, the Abingdon Foundation announced its decision to move to co-education. Girls have already joined our our Prep School up to Year 6. From September 2026, our Senior School will welcome girls to our First Year (11+) and Sixth Form (16+) entry points; and to our Third Year (13+) from September 2028.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



A handwritten signature in black ink that reads "Justin Hodges". The signature is written in a cursive, flowing style.

Justin Hodges
Director of Finance & Operations

About the Department

The Abingdon Foundation employs around 400 staff across its two schools, Abingdon School and Abingdon Preparatory School, as well as Abingdon School Enterprises, which manages commercial activities at the Sports Centre, Tilsley Park and the Amey Theatre. The Foundation also engages with around 300 other staff including casual workers, self-employed coaches, visiting music teachers, volunteers and governors, meaning that the HR Department supports a workforce of over 700 staff in total.

The Estates and Operations Team support operations at both schools, Tilsley Park and the Boat House. The Estates and Operations team comprises of the following departments:

- Cleaning, Housekeeping, Laundry and Hygiene Service
- Estates Maintenance and Statutory Compliance
- Grounds and Gardens
- Minibus and Transport Management
- Portering and Security
- Project Management and Property Management
- Reception and Accommodation Service



Job Description

The Role

Location: Abingdon School (with occasional travel to Abingdon Preparatory School, Tilsley Park and the Boat House)

Department: Estates / Operations

Reports to: Estates Manager (Primary line manager) and the Head of Operations (second line manager)

We are looking for a proactive and dedicated Estates Administrator to join our thriving independent school. The purpose of the role is to support the Estates Manager and Head of Operations.

Our ideal candidate will be highly organised with strong interpersonal skills and a flexible approach.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

Estates and Operational Support/Coordination

- To coordinate the communications between different Estates and Operational departments across the Foundation.
- Point of contact for all Portering queries relating to work assignment
- To ensure that maintenance requests are completed in line with service level agreements.
- To assist the E&O departments in the delivery of the Planned Preventative Maintenance (PPM) schedule, reactive maintenance, project planning and producing reports.
- To log calls and jobs on the internal helpdesk system.
- To answer and triage calls to the estates office.
- To track maintenance job progress and assist with reporting back to clients and contract staff.
- To allocate work orders or purchase orders to the maintenance team as well as supply chain contractors.
- To administer, as required, engineer and service reports and file appropriately.
- To update the electronic asset register to reflect the following:
 - Asset/plant replacement details
 - Disposal details of assets/plant and equipment
 - Warranty details
 - Location of plant and equipment
 - Suppliers and installers details
- To ensure that all correspondence and communication is followed up promptly and professionally as required i.e. maintenance requests.
- To keep the G-drive documents well organised and up to date
- To assist, as required, with additional duties to support the wider E&O team.
- Assist with the ordering and issuing of school keys
- Assist the Head of Operations with waste management requests
- Assist with Event parking and event administration as required
- Assist with Pest Control operations as required
- Support the organisation of the Emergency rota
- Presence at key school events such as Griffen Ball & Open Day
- To support the planning and operational needs of holiday lets as required
- Respond to Wayfinding and signage requests

Job Description (cont.)

Third Party Contractors

- To ensure that third-party maintenance contractors are suitably vetted before they work on school sites unsupervised.
- To ensure that third party contractors are aware of their obligations by issuing the necessary contractor packs.
- To maintain the Disclosure and Barring Service (DBS) register for third party maintenance and other contractors.
- To ensure compliance with all regulatory and safeguarding requirements relating to contractors working on school sites in line with Keeping Children Safe in Education (KCSIE) and ISI requirements, liaising with the HR Department, Head of Compliance and DSL as required

Training & Human Resources

- To liaise with the HR Department and the Head of Health, Safety and Risk and others with regard to the coordination of training for the E&O teams.
- To maintain an accurate record of annual leave, sickness and other absences for the Grounds, Porters and Maintenance departments and liaise with the HR Department regarding staff absence, including ensuring that staff sickness self-certificates and Fit Notes are supplied as appropriate.



Person Specific Criteria

Essential Qualities

- A good standard of education.
- Strong administration skills
- Ability to maintain and manage communication links with a variety of stakeholders
- Excellent organisational skills
- Ability to prioritise and work under pressure
- Strong IT skills (the Foundation uses Google software)
- Excellent customer service skills
- Excellent team working skills and the ability to work in a collaborative manner
- Willingness to undertake training in particular Emergency First Aid at Work
- Strong understanding of safeguarding, H&S and data protection
- Displays commitment to the principles of equity, diversity, and inclusion
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

Desirable Qualities

- Experience in Estates and Facilities sector
- Experience in a similar role
- An interest in the environmental performance of buildings
- Database experience
- Experience in the operation of a helpdesk



Further Information

Hours and weeks of work

This is a permanent, full-time position working 40 hours per week all year round. The standard hours of work are 08.30 to 17.00, Monday-Friday (with a 30 minutes unpaid lunch). Additional hours may be required on an adhoc basis during evenings and weekends for school events. Time in Lieu (TOIL) will be accrued for these extra hours.

The Estates Administrator will be entitled to 25 days' paid annual leave plus the 8 bank holidays. All year round staff also benefit from 4 additional non-contractual days off between Christmas Eve and New Year during the School's Christmas closure period.

Salary

The annual salary for this role is £30,049 depending on qualifications, skills and experience.



Further Information

NOTES

- This role is to start as soon as possible.
- After successful completion of a 6 month probationary period, the **notice period** for this role is **2 month(s)**.
- For an informal discussion about the role please contact Zoe Doy, Estates Manager initially via email to: recruitment@abingdon.org.uk. Please note this is not part of the selection process.
- Early applications are encouraged and we may make an appointment prior to the published closing or interview date.
- All applicants should apply via our recruitment portal. CV's are not accepted.
- Please note that due to safeguarding reasons, candidates must complete a standard Abingdon application form.
- Closing date is **18 March 2026** (Midday)
- Interviews are expected to be held on **25 March 2026**



Further Information

Training Requirements

The following mandatory training will be provided: Alarms, Security and BMS Systems
Cyber Security, Equality, Diversity and Inclusion, Fire Marshal Training, First Aid at Work, Health & Safety Induction, Lifts Emergency Release, Lone Working, Manual Handling, Prevent Training, Safeguarding Training (Triennial) and Working at Height

Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The postholder has a responsibility under health and safety legislation to ensure that they:

- Cooperate on all matters related to health and safety including the investigation of any incident.
- Use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. Any equipment fault or damage must immediately be reported to the line manager. No member of staff should attempt to repair equipment unless trained to do so.
- Report any health and safety concerns to the line manager as soon as practicable.
- Report any accidents and injuries at work however minor.
- Familiarise themselves with the fire safety instructions which are displayed on notice boards and near fire exits in the workplace.

All staff are required to confirm that they have read and understood the Foundation's Health and Safety Policy.



Benefits of working at Abingdon

Annual Leave:

You'll get 25 days paid time off each year, plus bank holidays (pro rata if part time). Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.



“91% of our staff say the facilities and resources for staff are good (2025 staff survey)”

Time Off & Flexibility



Working from Home (WFH):

We may be able to offer flexible working from home options, depending on the nature of your role. If this applies, during term time, you may be able to work remotely for up to 20% of your hours (usually about one day a week). Outside of term time, this increases to 40% (around two days a week). Unfortunately, not all roles can be carried out from home.



Christmas Closure:

Our all year round staff can enjoy extra time off over the festive period. We offer up to 4 closure days around Christmas/New Year, dates depend on where the bank holidays fall.

Death in Service Benefit:

For your peace of mind, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.



Outstanding Pension Scheme:

We're serious about your future. We offer staff pension choices, including the option to join an enhanced pension scheme with a 6.4% contribution from you and a competitive contribution of 14.1% from us. Staff can also opt for salary exchange for additional benefits.

Foundation Grant (School Fees):

If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.



Financial & Family Support



Super Camps Discount:

Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.



School Counsellors and Physios:

Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).



Employee Assistance Programme (EAP):

Life can be tricky, so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your wellbeing.

Private Healthcare:

Permanent employees can benefit from free private health insurance, giving access to excellent medical care (this is a taxable benefit).



Sports Centre Membership and Theatre discounts:

Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.



Health & Wellbeing



Cycle to Work Scheme:

Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.



Social:

There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football, running in the road relay or even joining in with the staff rock band or staff panto.

Other Health and Wellbeing Benefits:

Include access to an occupational health provider, free staff 'flu jabs, eye test reimbursement, menopause support and mental health first aiders.



Free Lunch:

Most staff can enjoy a delicious free lunch and refreshments during term time.



Everyday Perks

Free Parking:

We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).



Staff Development

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses. Staff completing higher level professional qualifications or CPD may have their courses fully or partly funded.

“ 99% of our staff say they have good working relationships with their immediate colleagues (2025 staff survey) ”

How to Apply

APPLY NOW



To apply, please go to our [Recruitment Portal via our Careers page](#).

Please do not upload CVs, testimonials or examples of work.

References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

Interviews:

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks.

Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Questions?

Contact our HR Department at 01235 849136 or recruitment@abingdon.org.uk.

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.



ABINGDON

**independent day and boarding school
for pupils aged 11 to 18 years**

Co-ed from 2026