



SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

Sherborne Boys is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

Sherborne Girls is a full-boarding and day school for girls aged 11–18. It offers an empowering education that nurtures ambition, self-belief, and a strong sense of individuality. The curriculum spans GCSEs, A Levels, and BTECs, complemented by wide-ranging opportunities for personal growth, creativity, and co-curricular engagement.

Sherborne Prep is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

Hanford Prep is a day and boarding school for girls aged 7–13, set in the Dorset countryside. It offers a rural haven where girls can explore, grow, and build resilience in a joyful, character-rich setting, while achieving impressive results both in and beyond the classroom.

Sherborne International is a co-educational short-term boarding school for pupils aged 8–17. It specialises in English language teaching, subject support, revision, and preparation for UK schools, providing an engaging and supportive environment where pupils can quickly develop confidence and academic skills.

JOB DESCRIPTION

Sherborne Schools Group Recruitment and Selection Policy Statement

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

ESTATES AND FACILITIES COORDINATOR

Principal Role

The Estates and Facilities Coordinator role is key to the day-to-day success of the department. Highly organised and an excellent communicator, you will play a part in ensuring everything runs smoothly, allocating appropriate resources for daily operations, events and projects and working with a diverse range of skilled staff as well as key stakeholders from the wider school community. You will be the first point of contact for Estates related issues. While their primary place of work will be Sherborne Boys, the postholder will also be expected to contribute to and support initiatives across the wider Sherborne Schools Group. From time to time, they may be required to work at other schools or sites within the Group to meet the needs of the business. This role provides an exciting opportunity to play a central part in both the success of the individual school and the continued development of the Group as a whole.

Primary Sherborne Schools Group

Location: You may be required to work at other schools or sites within the Group to meet the needs of the business.

Reporting to: Head of Estates

Hours of Work: 40 hours per week.

Hours of work are likely to be 8.00am to 4.30pm Monday to Friday with a 30-minute unpaid lunch break each day. Flexibility in hours will be required on occasion to meet the demands of the post.

Core Responsibilities

- Be the first point of contact for the department, manning the help desk, monitoring work requests and allocating reactive resource where required.
- Proactively deal with enquiries and requests in person, via the telephone or email, in a timely and professional manner.
- Oversee the contractors sign in/out process and help to monitor their performance on site.
- Attend weekly planning meetings to ensure school events are correctly resourced.
- Attend weekly project meetings and assist with the planning of projects and co-ordination of activities on site.
- Assist in gathering quotes for works as required.
- Procure fixtures, fittings and equipment necessary for facilitating reactive repairs and projects.
- Oversee the department Purchase Order system, monitor goods in and ensure budget information is kept up to date.
- Keep up to date with departmental activities and communicate relevant information to wider staff in a timely manner.

- Monitor the Access Control, CCTV and other relevant systems, ensuring they are kept up to date and operational.
- Work in conjunction with department colleagues to ensure compliance across the site.
- Book resources for department meetings and events.
- Help maintain levels of Health and Safety in accordance with current legislation and policies.
- Promote and safeguard the welfare of children and young persons.

Other responsibilities

- Undertake any other reasonable duties as required by the Head of Estates, including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Head of Estates.

Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Proficient with Microsoft office 	<ul style="list-style-type: none"> • Understanding of Estates compliance • Customer service in a fast-paced 24/7 operation • Experience in using a CAFM system or similar • Administration experience • Experience in procuring goods and services
Skills and Abilities	<ul style="list-style-type: none"> • Excellent Communicator • Highly Organised 	<ul style="list-style-type: none"> • Project management skills
Personal Attributes	<ul style="list-style-type: none"> • A friendly can do attitude • A practical approach to issues and challenges • Desire to learn new skills • Team Player 	<ul style="list-style-type: none"> • Ability to effectively prioritise and execute

Training Requirement for the Estates and Facilities Coordinator – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required

Salary: Up to £28,100.80 per annum depending on skills and experience. Salary paid monthly in arrears direct into nominated bank account.

Holidays: 5 weeks holiday per year + Bank Holidays.
Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Director of Estates and Facilities taking into account busy periods.

Pension: The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

Probationary Period: In accordance with School policy, all appointments are subject to a six-month probationary period.

Medical Self Declaration: The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

DBS Disclosure (Police Check)/References: As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Postholder's Responsibility: You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Benefits

- Generous School Sick Pay scheme
- Reduced membership a designated Sports Centre
- Membership of the School library
- Free onsite parking (subject to availability)
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

Method of Application:

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - please do not send in a curriculum vitae as we are unable to use them when short listing.

Alternatively, please download and complete the Sherborne Boys School Application Form (Word document) available at <https://www.sherborne.org/about-sherborne/job-vacancies> and return it to hr@sherborne.org

In the event of any queries please contact: *Miss Emily Old, Recruitment Manager*
Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Early applications are strongly encouraged as we would like to secure the right appointment as soon as possible. Sherborne Schools Group reserves the right to interview candidates as applications are received.

Closing date for applications: 9.30am – Wednesday 10 December 2025

Interviews likely to take place: Wednesday 17 December 2025

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

Anticipated start date: As soon as possible