



SHERBORNE SCHOOLS GROUP

In July 2024, the two charitable trusts that own Sherborne Boys, Sherborne Girls, Sherborne Prep and Hanford, formally merged into one charity called the Sherborne Schools Group – a unique and exciting educational opportunity in the UK for girls and boys aged 3-19.

This merged Group includes Sherborne Schools Worldwide, a joint venture set up by Sherborne Boys and Sherborne Girls in 2017 to establish Sherborne-branded schools around the world.

Already enjoying established and wide-ranging links, many families choose Sherborne Prep or Hanford for their children before they progress onto Sherborne Boys or Sherborne Girls. However, both junior schools continue to prepare pupils for entry and scholarship to a wide range of senior schools.

For many years, Sherborne Boys and Sherborne Girls have benefitted from a close relationship, underpinned by shared values, a Christian foundation and a commitment to full boarding. The senior schools' unique collaboration, known as 'Separate Yet Together,' is distinctive and offers pupils all the advantages of a single-sex education alongside the benefits of co-education

The Sherborne Schools Group Estates departments serve the historic and architecturally rich environments of both Sherborne Girls and Sherborne Boys. Together with Sherborne Prep and Hanford Prep, these schools form a unique educational community in the heart of Sherborne, with deep roots extending back to 705 and a shared commitment to excellence in all areas of school life.

The Group enjoys a diverse and picturesque estate, combining centuries-old heritage buildings with modern facilities. With a well-established in-house team of technical and trade professionals, the Estates and Facilities department ensures the effective operation, maintenance, and development of all estates. The team works collaboratively to support a wide range of school activities and capital projects, ensuring the physical environments reflect the values, history, and future ambitions of each school.

Job Description for Estates Administrator

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.

Summary of the Role:

The Estates Administrator will provide support to the Director of Estates as well as the Sherborne schools groups wider Estate management teams. Main duties will

	include, maintaining the Estates software systems and ensuring important documentation is correctly filed as well as supporting with a variety of larger projects that the Estate department is working on. The post-holder must be a first-class administrator with a high degree of computer literacy.
Responsible to:	The Director of Estates and Facilities
Main Duties and Responsibilities:	<p><u>General Administrative Duties</u></p> <ul style="list-style-type: none"> • Provide the key point of liaison between Estates and Facilities Departments on all sites across the group, carry out general administrative tasks including diary management, meeting coordination, filing, data entry, and preparing correspondence and reports. <p>screening and handling all enquiries professionally and directing them to the relevant individuals.</p> <p><u>Support the Director of Estates and Facilities with:</u></p> <ul style="list-style-type: none"> • the allocation of tasks to members of the department through the various Estates software systems; • the prioritisation of work, understanding the importance and urgency of each task; • management of electronic data systems; • providing thorough preparation for all meetings; • updating Project progress and highlight reports. <p>Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Estates and Facilities department.</p> <ul style="list-style-type: none"> • Maintenance Coordination: Schedule and track planned preventative maintenance (PPM) and reactive maintenance activities, ensuring timely completion of tasks by internal teams or external contractors. Log and monitor maintenance requests from staff. • Record Keeping and Documentation: Maintain up-to-date and accurate records of building assets, equipment warranties, statutory certificates, site drawings, and contractor information in both digital and physical formats. • Invoice and Procurement Support: Assist in processing purchase orders, checking and reconciling supplier invoices, tracking budget expenditures, and ensuring procurement policies are followed. • Helpdesk Management: Monitor the estates/facilities helpdesk or ticketing system, prioritising and escalating issues as needed. Ensure that requests are logged, assigned, resolved, and closed in a timely and customer-focused manner. • Compliance Monitoring: Support the Estates Managers in ensuring that buildings and operations

	<p>meet legal, environmental, and health & safety compliance, including maintaining logs for fire safety, electrical testing (PAT), water hygiene (Legionella), asbestos management, and lift servicing.</p> <ul style="list-style-type: none"> • Reporting and Data Analysis: Compile regular and ad hoc reports for management including maintenance summaries, compliance status updates, contractor performance, and cost tracking. Provide data insights to support strategic estate planning. • Space and Asset Management: Maintain records of room usage, office allocations, furniture, and equipment inventories. Assist with coordinating office moves, reconfigurations, and space utilisation projects. • Site Access and Security Administration: Organise building access for contractors and visitors, including issuing ID badges or keys, updating access control systems, and ensuring secure procedures are followed. • Support for Projects and Refurbishments: Provide administrative and logistical support for capital projects, refurbishments, or relocations. This may include liaising with internal departments and updating project documentation.
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Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Education to at least GCSE standard or equivalent, particularly English Language • Previous experience of working with in a dynamic, fast-moving and complex environment 	<ul style="list-style-type: none"> • Previous experience of working in an estates or facilities team • Experience of administration work • Knowledge of project planning and implementation
Skills and Abilities	<ul style="list-style-type: none"> • Excellent IT skills (Microsoft Office) and strong office systems knowledge • Outstanding ability to write accurately and concisely • Proven ability to deliver at pace in a dynamic and fast changing environment where priorities often change at short notice • Ability to analyse requirements and prepare effectively for events in a timely manner • Knowledge of data protection 	<ul style="list-style-type: none"> • Knowledge of health and safety
Personal Attributes	<ul style="list-style-type: none"> • A high level of emotional intelligence, interpersonal and communication skills to interact confidently with a variety of important stakeholders and the broader community 	

	<ul style="list-style-type: none"> • Empowered by and comfortable with a high level of autonomy • Be a highly motivated team player • Well organised and efficient, with meticulous attention to detail • Physically capable and medically fit to undertake the role • Flexibility within the demands of the post • Suitable to work with children 	
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Additional Information

Hours of work: 40 hours per week Monday to Friday, 8:00 to 16:30. There may be a few occasions when attendance is required on a Saturday for which time off in lieu will be given.

Salary: £28,550 per annum

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

Benefits:

- Membership of an appropriate pensions scheme
- Membership of the School library
- Free onsite parking
- Free lunches provided during term time
- 5 weeks holiday per annum plus public holidays
- Discounted membership at the Oxley Sports Centre

Application Process: The closing date for applications is 9am, Tuesday 3rd June 2025 and interviews will be held in the week commencing 9th June 2025.