



REPTON

DIRECTOR OF ESTATES





Contents

WELCOME FROM THE COO	3
AN INTRODUCTION TO REPTON SCHOOL	4
GLOBAL FAMILY OF SCHOOLS	5
THE ROLE	6
KEY AREAS OF RESPONSIBILITY	7
PERSON SPECIFICATION	11
WORKING AT REPTON	12
INFORMATION FOR CANDIDATES	13





Welcome from the COO

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first century.

In the March 2020 Inspection, Repton was deemed to be 'Excellent' in both Achievement and Personal Development, confirming our commitment to an ambitious and holistic education. Reptonians are taught in enviably equipped classrooms which are linked through cutting-edge technology and creative teaching and learning. Repton prides itself on individual achievement born of the community confidence of the boarding house system.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, and Repton International now has schools in Dubai (2), Abu Dhabi (2), China, Malaysia and Cairo with plans to open a further four over the next few years

Recent capital investment at Repton School reflects a dual focus on heritage-sensitive renovation and state of the art performance infrastructure. The newly opened Cloisters 1557 project exemplifies this approach through the adaptive reuse of historic space beneath Pears School, creating a café and collaborative study hub that integrates contemporary student needs within the school's traditional architectural core.

Alongside this, Repton is advancing a significant sports development centred on the construction of two full-size floodlit 3G football pitches, complemented by a new pavilion, expanded parking, and additional facilities including covered padel courts. Together, these projects illustrate a coordinated programme of estate enhancement, balancing the preservation and activation of historic assets with the delivery of high-specification, future-facing facilities to support both academic and co-curricular excellence.

Repton Prep School's development programme focuses on targeted refurbishment, improving our theatre to be a truly flexible performance space, and enhanced wellbeing/sports infrastructure, ensuring the prep estate evolves in step with the wider Repton campus. The prep site set across a 55-acre campus already benefits from extensive sports and specialist facilities (including a sports hall, indoor pool, DT centre and arts spaces), continued investment forms part of a long-term strategy to maintain high-quality, age-appropriate environments.



Sarah Greig
Chief Operating Officer



An Introduction to Repton School

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7th century Anglo-Saxon Benedictine abbey and latterly a 12th century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely, the Guest Chamber and Prior's Lodging (which as the Old Priory currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and The Arch. The latter is all that now remains of the Priory's original gatehouse, and which helped inspire the School's motto: *porta vacat culpa*.

Today Repton is a world class, modern, flourishing community with a clear sense of purpose and momentum. As a pre-eminent co-educational boarding and day school, Repton provides an exceptional broad-based education, blending heritage with the pursuit of excellence in a 21st century context, offering world class facilities as well as high quality teaching and pastoral care.

The School has more than one thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).

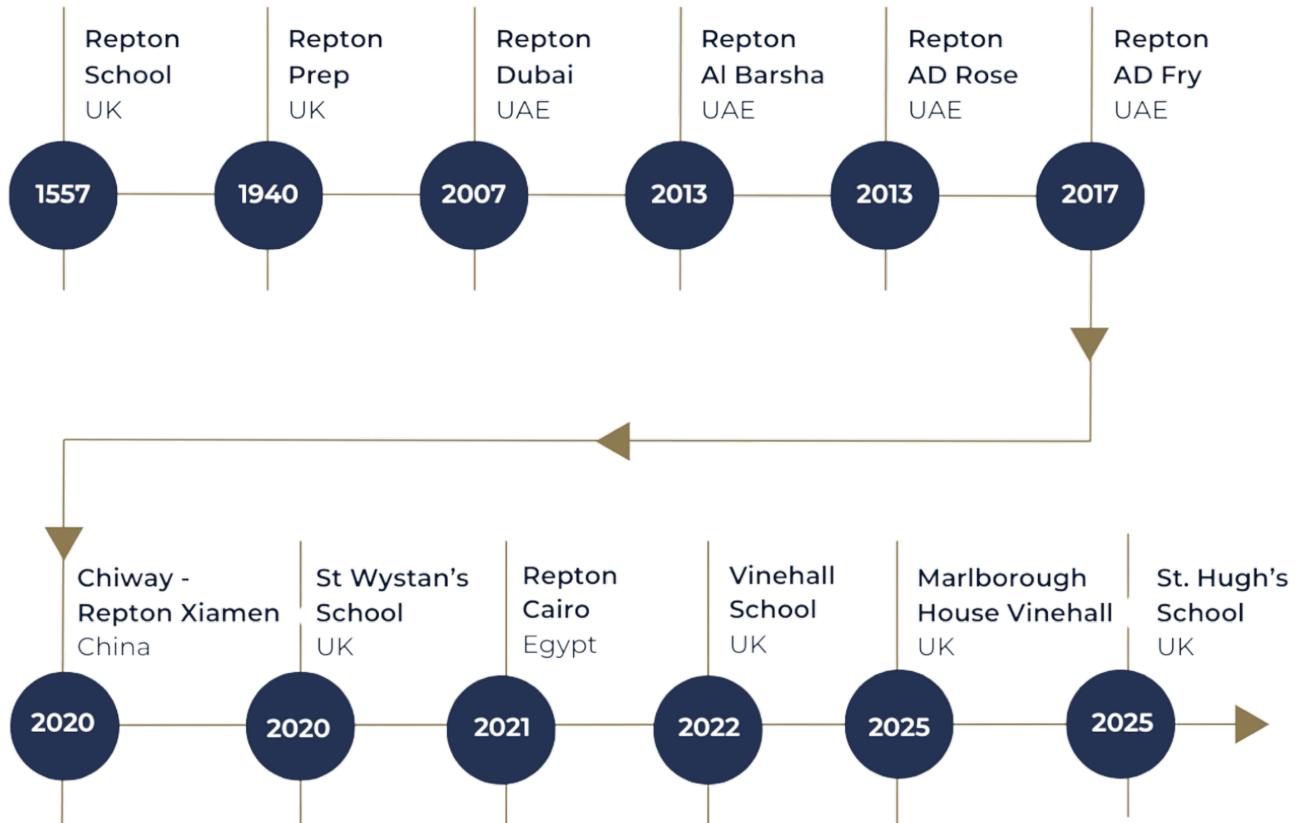




A Global Family of Schools



The Repton Family of Schools





Role Overview

The Director of Estates is responsible for the effective operational delivery, maintenance, and development of the School's diverse estate and related support services, ensuring a safe, compliant, and high-quality environment.

The School's estate includes a combination of listed and heritage buildings alongside modern, state-of-the-art facilities, requiring a balanced and informed approach to preservation, compliance, and development.

This is a delivery-focused role, ensuring that day-to-day school operations run smoothly and are effectively supported, while also enabling successful commercial activities including: lettings, catering, and events. The postholder will balance the needs of a busy boarding school with opportunities to maximise the use and value of the estate.

Working closely with the COO, the role combines hands-on operational leadership with strategic planning, ensuring the estate and services are sustainable, efficient, and aligned with the School's long-term objectives.

Contract	Permanent, year-round role
Hours	Full-time - 40 hours per week Monday to Friday between the hours of 8.30 am to 5.30 pm Occasional out of hours/evening/weekend work may be required
Location	Repton School Occasional travel to Repton Prep and other UK Family of Schools
Benefits	Pension scheme Cycle to Work Free Sports Centre membership





Key Areas of Responsibility

Estates Management (Built Environment & Infrastructure)

- Lead the day-to-day operation, maintenance, and performance of all buildings and infrastructure
- Manage a mixed estate, including:
 - Listed and heritage buildings requiring sensitive maintenance and statutory compliance
 - Modern, state-of-the-art teaching, boarding, and sports facilities
- Develop and deliver planned preventative maintenance (PPM) programmes
- Ensure effective reactive maintenance systems with clear service standards
- Oversee condition surveys, lifecycle planning, and asset registers
- Manage utilities and drive energy efficiency and sustainability initiatives
- Ensure the estate supports both educational excellence and commercial use, maintaining high presentation standards throughout

Facilities & Operations (Support Services)

- Lead delivery of non-academic operational services, including:
 - Cleaning
 - Portering
 - Reception
 - Catering
 - Retail
 - Security
 - Lettings and events support
- Ensure services are efficient, responsive, and customer-focused
- Develop and monitor service standards and KPIs
- Oversee contractors and outsourced provision where applicable
- Ensure operational readiness for term-time school activity and commercial use outside core hours



Key Areas of Responsibility

Grounds and External Environment

- Work with the Head of Grounds to oversee the management, maintenance, and presentation of all grounds, including:
 - Sports pitches
 - Landscaping
 - External infrastructure
- Ensure grounds support both:
 - High-quality educational and co-curricular use
 - Lettings, events, and commercial activity
- Implement seasonal planning and long-term improvement programmes

Fleet Management (Transport)

- Oversee the operation and management of the School's vehicle fleet (predominantly minibuses and estates vehicles)
- Ensure compliance with all legal and safety requirements, including:
 - Licensing
 - Maintenance and inspections
 - Driver compliance and training
- Ensure transport provision effectively supports curricular, co-curricular, and operational needs

Catering and Retail Operations

- Work with the Head of Catering to oversee the delivery of catering and retail services
 - Ensure services are:
 - High quality
 - Financially sustainable
 - Aligned with school expectations and commercial objectives
 - Monitor performance, customer satisfaction, and value for money
 - Support development of commercial catering and hospitality opportunities
-



Key Areas of Responsibility

Health, Safety and Compliance

- Take operational responsibility for Health & Safety across the estate and operations
- Ensure compliance with all relevant legislation and statutory requirements, including those specific to a boarding school, listed buildings and heritage assets
- Lead the Responsible Person for fire safety
- Maintain robust systems for:
 - Risk assessments
 - Audits and inspections
 - Incident reporting
- Promote a proactive culture of safety and compliance

Capital Projects and Estate Development

- Lead the delivery of capital projects, including refurbishments, heritage works, and new developments, on time, within budget and to the highest standards, with minimal operational disruption.
- Ensure appropriate approaches to:
 - Conservation and restoration of listed buildings
 - Development of modern, high-specification facilities
- Manage consultants, contractors, professional advisers and liaise with third parties such as planning officers
- Build and implement the long-term estates strategy

Financial Management

- Prepare and manage estates, facilities, and operational budgets
- Ensure cost control and value for money
- Oversee procurement and contract management
- Develop business cases for investment, including both estate enhancement and commercial opportunities



Key Areas of Responsibility

Leadership and Team Management

- Provide strong leadership across estates, facilities, grounds, catering, and support teams
- Ensure teams are well-structured, responsive, and delivery-focused
- Set clear expectations and performance standards
- Support staff development and foster a culture of accountability and service excellence

Strategic Contribution

- Support the COO in developing and delivering the School's estates strategy
- Balance operational delivery with longer-term planning, particularly across a diverse and evolving estate
- Provide expert advice on:
 - Estate development
 - Heritage management
 - Sustainability and efficiency
- Ensure alignment between school priorities and income-generating activities





Person Specification

Experience

- Significant experience in estates, facilities, or operational management in a complex environment
- Experience managing diverse estates, ideally including heritage/listed buildings and modern facilities
- Proven track record of delivering maintenance programmes and capital projects
- Experience of managing health & safety and compliance systems
- Experience overseeing commercial or income-generating operations (desirable)

Knowledge and Skills

- Strong understanding of:
 - Building maintenance and infrastructure
 - Heritage/listed building considerations (desirable)
 - Facilities and support services
 - Grounds and external environments
 - Fleet or transport management (desirable)
- Strong operational and service delivery focus
- Excellent project and organisational skills
- Financial and commercial awareness
- Ability to balance hands-on delivery with strategic oversight
- Strong communication and stakeholder management skills

All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children





Working at Repton

The School is committed to employing and rewarding staff who share its ambition, its aims and its values. This will be reflected in an attractive remuneration package as well as the investments in both staff and facilities.

Benefits include:

- Sports Centre Membership
- Employer Pension Scheme

In its buildings and grounds, Repton combines the old and the new. The heart of the School is a beautiful 12th century Augustinian Priory, and following a major period of investment, the School has outstanding new and refurbished facilities in most teaching areas, most notably in the Science Priory, the School Theatre and a new Mathematics Block.

Many of the sports facilities are either new or recently refurbished and include:

- Eleven Grass Football Pitches
- Strength and Conditioning Performance Gym
- Fitness Suite
- Team room for video analysis and team briefings
- Two Sports Halls
- Two 25m 6 lane swimming pools
- Indoor and outdoor cricket, netball, tennis and hockey facilities
- Fives Courts





Information for Candidates

Applications, which include the names and addresses of two professional referees, should be submitted by 17th May 2026, with interviews expected to take place the following week. To apply, please follow the attached link: [Repton Jobs - Director of Estates](#)

Applicants will be contacted for an interview if they have been successful in the short-listing process.

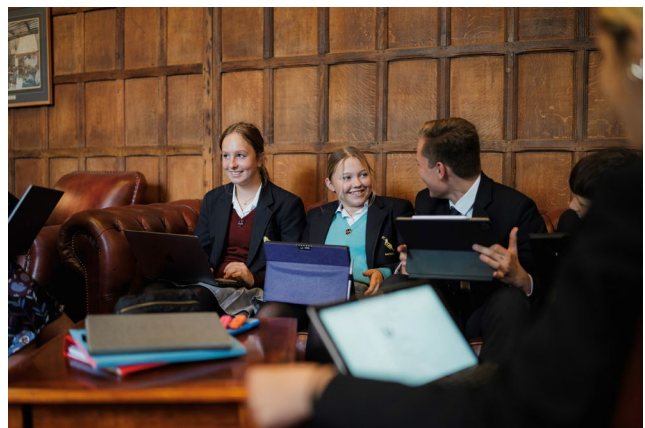
We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your applications as early as possible.

In accordance with the Children Act, any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidate's suitability to work in a post involving children.

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. Therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Under the Sexual Offences Act 2003, it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.





REPTON

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