HOLYPORT COLLEGE



ESTATES OFFICER
Candidate Information

WELCOME

Welcome to Holyport College. I hope, as you read on and learn more about this very special school, you will become more and more excited about joining the Holyport team and the opportunities that provides.

If appointed, you will be joining an excellent, welcoming team. The post offers an exciting opportunity to help maintain a safe and welcoming site for all. We are always looking to improve what we offer to each and every one of our students and this role plays a big part in helping deliver on that goal.

Holyport College was the country's first state boarding free school, opening in 2014. It is a distinctive, fully subscribed secondary school with over 650 pupils, over 200 of whom are boarders. It has a comprehensive intake at Year 7. It actively promotes social mobility and has an outstanding record of supporting the most vulnerable. Many of the pupils progress to our high-performing Sixth Form. The College is a vibrant, ambitious and inclusive community where young people thrive. They follow an aspirational academic curriculum alongside an exceptional co-curricular offering that is equally valued by the College and made possible by the extended school day. You would be joining a remarkable staff team who all care deeply about the College.

Holyport College has a unique strategic and very close working partnership with its nearby sponsor, Eton College. With the help of a strong boarding ethos, it has managed to create a "joyous place to learn" which offers students the best of both state and independent education.

The Estates team is led by our Site Manager, Tony Nivas, who in turn reports to our Director of Finance & Operations (DFO), Andy Findlow. The whole DFO team work closely together to deliver the best service to everyone at College and the post holder will be a key player in this team.

If this is a school and a role that excites you and you believe you have the requisite skills, experience and dynamism, we would be delighted to hear from you.

Alastair Ingall
Headteacher



HISTORY AND OVERVIEW

Holyport College (pronounced Hollyport) is a state boarding and day school for boys and girls aged 11–18 located in Berkshire. It was the first state boarding free school in the UK, and it is currently full to capacity, catering for just over 600 pupils, more than 200 of whom board. The doors opened to its first students in September 2014, with the Sixth Form provision beginning in September 2017.

Years 7–11 are non-selective, but the Sixth Form, with over 200 pupils, is academically selective. Holyport College is a state school but, like some other state boarding schools, has a long school day for everybody, finishing at 5.00pm. The extended day affords the opportunity to offer a huge range of co-curricular activities to suit all tastes, with participation in the programme compulsory for all students. Whilst the College has certain elements which are deliberately modelled on a traditional private boarding school, the aim is to emulate the best of both the state and independent sectors. In terms of funding, approx. 50% comes from state, and approx. 50% comes from boarding fees.

Holyport College is exceptionally proud of its close partnership with Eton College which aims to become the gold standard by which other state and independent school collaborations are judged. Through this partnership, the lives and education of every student at Holyport College are significantly enriched on a regular basis. Eton College, founded by Henry VI in 1440, is situated just a few miles away from Holyport, near Windsor. Whilst Holyport College may be a relatively new school, it is fortunate to be able to draw on Eton's heritage and experience. The partnership has allowed Holyport to forge links at a number of levels, including governance, the sharing of facilities, the creation of enrichment opportunities, the establishment of an educational research and innovation centre at Holyport and through positive staff and student interactions. That said, Holyport College is not Eton College. It has a unique and strong personality of its own which is distinctive, exciting and a little bit quirky.

Holyport continues to develop and improve at a remarkable pace and recent initiatives include:

- the introduction of iPads for every student (September 2024).
- the opening of three new Eton Fives courts (October 2024).
- The development of a new Performance Centre, planning application granted (November 2024).
- The reintroduction of a joint Combined Cadet Force (CCF) with Eton College (January 2026)
- Planning to introduce A Level and GCSE Business Studies and Design Technology to the curriculum (September 2026 & 2027 respectively)



Holyport College was last inspected as a boarding school by Ofsted in March 2025 and graded outstanding in every category.

The College is located on Ascot Road in Holyport, a suburban village in the parish of Bray, about two miles south of Maidenhead town centre in leafy Berkshire. The village has a doctor's surgery, a newsagent, a grocery, a butcher, a small café and a hairdresser, as well as the post office and four pubs.

It is well connected: located 4 minutes from the M4 (junction 8/9) and 7 minutes from Maidenhead railway station (Elizabeth line and GWR).

BOARDING

Holyport feels like a fully integrated boarding and day school, not – like many schools – a day school with a few boarders. Day and boarding pupils are treated alike (with all day pupils staying late and doing most of the same activities as boarders). It also helps that all pupils are assigned to a House – boys' boarding Houses are joined by girl day pupils and vice versa. About half of our boarders are in school all weekend, when there are plenty of activities to keep them busy.





There are almost equal numbers of boy and girl boarders. Some are relatively local, others are from further afield, including overseas. They are housed directly above the classrooms, with the biggest dormitories housing up to six younger pupils, whilst Sixth Form boarders share double rooms. Boarders have access to a kitchen on their corridor, and Sixth Form students also have their own living room on their corridor. The College has a

With more than one-third of students living on site, boarding is very much at the heart of the College community and strongly reflects its values and ethos. Holyport's modern boarding model seeks to replicate the family atmosphere of a home, where relationships are familiar in nature and the environment relaxed and stable.

Many staff are also involved in the boarding life of the school for which they receive additional remuneration. Please let us know if this is of interest.









THE ROLE

Holyport College seeks a dedicated and enthusiastic individual to work alongside its Estates & Grounds team in the country's first state day and boarding free school. Enthusiasm, enjoyment of practical tasks and a willingness to help and support are key requirements. Experience in trades is a requirement, with the ideal candidate being able to demonstrate ability in a range of activities. Willingness to drive the College minibuses would be an advantage.

Working to current Health and Safety regulations and best-practice guidelines, the successful individual will work both independently and with others to ensure the school premises, facilities, and grounds are safe, secure, clean, and well maintained, providing a welcoming environment for students, staff, and visitors. The successful individual will be responsible for general upkeep, minor repairs (including plumbing, electrical, carpentry, and painting), grounds and garden maintenance, assisting with fire safety checks and supporting school events.







"Holyport College is a joyous place to learn. Pupils are well cared for in a cheerful and warm environment where difference is welcomed. … Pupils enjoy positive and friendly relationships with staff who know them well. "
OFSTED INSPECTION REPORT 2023

"Since coming into post, the head of boarding has overseen significant changes … in the four boarding houses. These changes have ensured that the leader of each boarding house, known as housemasters, have greater capacity to focus on the well-being of the boarders "
OFSTED INSPECTION REPORT FOR BOARDING 2022

JOB DESCRIPTION

KEY RESPONSIBILITIES

Premises & Security

- Open and lock up the school premises, ensuring alarms and security systems are in operation
- Carry out routine security checks and respond appropriately to emergencies
- Report any security, maintenance, or safety concerns promptly.

Maintenance & Repairs

- Undertake repairs and improvements, including:
    - **Basic plumbing** ; unblocking sinks, fixing minor leaks and blockages, checking and replacing washers and valves. Carrying out other routine repairs.
    - **Basic electrical work**: changing bulbs, replacing fuses and carrying out other minor tasks within the limits of competence and school procedures.
    - **Carpentry** : repairing doors, shelves and furniture, fitting fixtures and fittings, and carrying out general woodwork.
    - **Painting and decorating** : carrying out touch-ups, painting walls, doors and other areas, and maintaining a clean, tidy and welcoming environment.
- Use hand tools, power tools, ladders and other maintenance equipment safely and appropriately.
- Carry out regular checks of lighting, heating, water systems and other site facilities, reporting or escalating faults when required.
- Liaise with and supervise contractors working on site where required.
- Recognise when specialist or qualified contractors are required and ensure work is appropriately escalated
- General DIY and maintenance tasks as required.

Health & Safety

- Assist in carrying out weekly fire alarm checks, emergency lighting tests, and maintaining accurate safety records
- Support emergency evacuation drills when required
- Conduct regular site inspections in line with health and safety regulations
- Maintain safe access across the site in all weather conditions, including clearing snow, ice, or debris and other hazards.
- Ensure safe storage of tools, equipment, and chemicals
- Report hazards, defects and safety concerns promptly.

Cleaning & Waste Management

- Support the cleaning team when required to maintain high standards across the site
- Ensure external areas are free from litter and waste, managing recycling and disposal
- Manage recycling and waste disposal appropriately.
- Assist with occasional deep-cleaning, clearing and maintenance tasks where required.

JOB DESCRIPTION

Grounds & Gardening Maintenance

- Maintain playgrounds, sports fields, garden beds, and landscaped areas
- Carry out grass cutting, strimming, hedge trimming, and pruning of trees and shrubs
- Plant, water, weed, and care for seasonal flowers, shrubs, and greenery to enhance the school environment
- Ensure outdoor areas are safe, tidy, and attractive for pupils, staff, and visitors
- Assist with setting up outdoor spaces for school activities and events
- Operation of gardening equipment and machinery (e.g., ride-on mowers, strimmers, hedge trimmers)
- Carry out routine checks and basic maintenance of gardening tools and equipment.

Minibus checks

- Carry out basic vehicle checks and ensure the minibus is safe and roadworthy.
- Maintain accurate mileage and usage records.
- Report any vehicle defects or maintenance requirements promptly.

Supporting School Events

- Assist with preparations for school functions and activities, such as open evenings, parents' evenings, school fairs, concerts, and productions
- Help set up and dismantle furniture, staging, and equipment for events
- Provide on-site support during events to ensure smooth operation and safety
- Assist with moving equipment and furniture safely around the school site.

Other Duties

- Support staff with setting up classrooms, halls, and equipment for lessons, assemblies, and examinations
- Report safeguarding concerns immediately in line with school policy
- Undertake any other reasonable duties requested by school leadership
- Follow cybersecurity guidance and protocols as prescribed by the College
- Complete training as required.
- Ensure safeguarding procedures are followed

PERSON SPECIFICATION

QUALIFICATION CRITERIA

- Right to work in UK with a full UK driving licence held for a minimum of two years (D1 category desirable for minibus use)
- Educated to NVQ Level 2 (preferred, or qualified by experience)
- Pass in Maths and English GCSE (preferred, or demonstrated ability)

EXPERIENCE

- Experience of undertaking a range of trade activities as a non-specialist, as noted in the job description.
- Experience of specialist skills relevant to the College's operational environment would be advantageous.
- Experience of working in a school or similar environment would be beneficial, but is not essential.

ESSENTIAL SKILLS AND ATTRIBUTES

- Practical and confident DIY skills, including basic plumbing, electrical work, carpentry, painting and decorating.
- Confident and competent in the safe use of a range of hand tools and power tools.
- Ability to take a common-sense approach to identifying and solving routine maintenance problems, using initiative and making sensible decisions within the limits of the role.
- Ability to carry out general repairs and maintenance to a good standard and recognise when a job requires specialist knowledge or a qualified contractor.
- Gardening and horticultural skills, including grass cutting, hedge trimming, pruning trees and shrubs, and general plant care.
- Ability to operate gardening machinery and equipment safely, including ride-on mowers, strimmers and hedge trimmers.
- Knowledge of health and safety requirements and safe working practices, including the ability to assist with fire alarm checks and other routine compliance checks.
- Ability to work flexibly and as part of a team.
- Reliable, trustworthy and committed to the school's values.
- Good communication skills and a professional approach when dealing with pupils, staff, visitors and contractors.
- Basic IT skills for compliance checks, maintenance records and communication.

DESIRABLE SKILLS AND ATTRIBUTES

- Previous experience as a caretaker, site manager, groundskeeper, gardener or maintenance operative.
- Formal or practical experience in plumbing, electrical work, carpentry, painting and decorating or general maintenance.
- Knowledge of plant types and seasonal maintenance requirements.
- Experience of driving and maintaining minibuses.
- Training in first aid, manual handling, health and safety or similar. Experience of working within a school, college or other educational environment.

REMUNERATION AND BENEFITS

This role is 37 hours per week and 52 weeks per year (full time). The salary for the role is £28,462 - £31,268 depending on experience. You will be enrolled in the Local Government defined benefit Pension Scheme. The role comes with an annual leave entitlement of 29 days, of which up to 5 may be taken during term time.

Flexibility may be required for occasional evening and weekend work to support school events (time off in lieu arrangements apply).

The College has two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks. The College site is closed between Christmas and New Year.

The College's full time hours are 8.30am to 5pm Monday to Thursday, 8.30am to 3.45pm on Friday.

Holyport College is committed to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued.

The post will be offered subject to the necessary pre-employment checks including medical fitness and enhanced DBS checks.



"The extended day – 8.30am to 5pm for all pupils, boarding and day – is the School's secret sauce… The long afternoon allows time for a phenomenal co-curricular programme with offerings ranging from mindful colouring to real tennis, Young Enterprise to ballet."
GOOD SCHOOLS GUIDE

APPLICATION PROCESS

Interested candidates are welcome to contact the College to arrange an informal discussion about the role by emailing careers@holyportcollege.org.uk.

Closing date: 9.00am on Monday 7th December 2026. Early applications are encouraged and we reserve the right to appoint before the deadline. Interviews will be scheduled for week commencing 7th December 2026.

Applications should be submitted by email to careers@holyportcollege.org.uk and must include:

- A fully completed support staff application form which can be downloaded from The College website here
- Completed References & Monitoring and Equal Opportunities forms, also available on the College website

The process is as follows:

- When you submit your application, you will receive an email of acknowledgment from The College confirming that we have received it. If you have not received an acknowledgment within two working days of your application, please email us at careers@holyportcollege.org.uk or call 01628 640 157
- Shortlist interviews will take place at the College shortly after the closing date when candidates will be given a tour of the College.

DISCLOSURE AND BARRING SERVICES
All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

SOCIAL MEDIA
The College will undertake appropriate social media checks for all candidates invited to interview.

EQUAL OPPORTUNITIES
Holyport College welcomes applications from all sectors of the community.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for an interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

This role is exempt from the Rehabilitation of Offenders Act 1974 so candidates must disclose information about spent, as well as unspent convictions.

