



WINCHESTER
COLLEGE

Appointment of Estates Director Winchester College



Winchester College

Appointment of Estates Director

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David Cole
Bursar and Clerk to
Governors

Welcome message

Thank you for your interest in the Estates Director role here at Winchester College.

Whilst the College might be approaching 650 years old, this is a brand-new role that we are all very excited about. Reporting to the Estates Bursar, this position will be responsible for ensuring the delivery of the highest standards of workmanship and service excellence across all aspects of the day-to-day operations of the various estates functions, including Works, Grounds and Gardens, and Soft Services, for both the College and The Pilgrims' School.

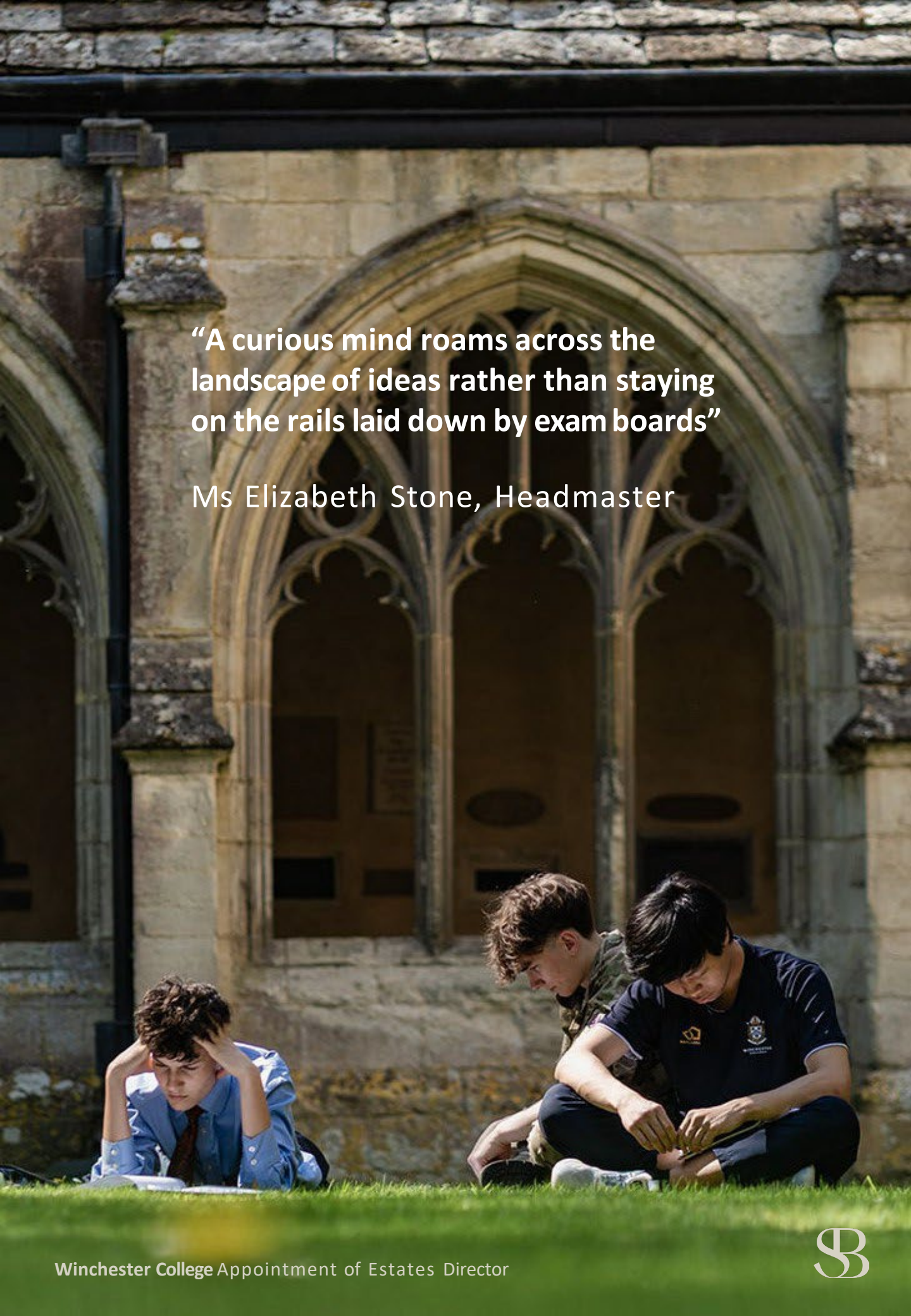
We believe that the education provided to our pupils is both distinctive and, in many regards, second to none, and that it should be delivered in an environment that matches that ambition and in a manner befitting a school of our standing. We have a glorious, though sometimes challenging, mix of properties ranging from multiple Grade I listed buildings through to award-winning new builds. As well as requiring careful upkeep and maintenance, their operation requires thought, consideration and a genuine commitment to service.

If you have the necessary technical knowledge, empathy with our setting and a genuine passion for delivering the highest levels of customer service across all areas of responsibility, then we would love to discuss this opportunity further with you.

I hope you will read on.

David



A photograph of three students sitting on a green lawn in front of a stone building with large Gothic arches. The student on the left is wearing a blue shirt and tie, resting his head on his hands. The two students on the right are wearing dark blue polo shirts with a crest, looking down at something in their hands. The background is a stone wall with large, ornate arches.

**“A curious mind roams across the
landscape of ideas rather than staying
on the rails laid down by exam boards”**

Ms Elizabeth Stone, Headmaster

Executive summary

Winchester College is one of the world's leading academic boarding schools, combining exceptional educational standards with an estate of remarkable scale, heritage and complexity. Following the arrival of Dr David Cole as Bursar and Clerk to Governors in 2025, and as part of an ambitious programme of operational and estates development, Winchester continues to invest in the quality of its operations, estate and support services to match the excellence of its educational provision.

Winchester now seeks to appoint an Estates Director, a significant new leadership role with responsibility for the day-to-day operation of the estates of Winchester College and The Pilgrims' School.

Reporting to the Estates Bursar, the Estates Director will provide operational leadership across maintenance, facilities, housing, grounds and associated support services.

The successful candidate will play a central role in raising service standards, developing teams and creating a culture of accountability, responsiveness and customer-focused delivery.

The appointment comes at an important time for Winchester as it seeks to strengthen its operational leadership and enable a greater focus on service delivery, performance management and the day-to-day running of a complex and diverse estate. The postholder will be supported by a committed and knowledgeable team, many of whom bring significant experience of Winchester's unique and historic estate.

Winchester welcomes applications from candidates both within and beyond the education sector. Estates and facilities leadership experience is essential, alongside a strong customer-service ethos and outstanding people leadership skills.



About Winchester College

Founded in 1382, Winchester College is one of the most distinguished schools in the world. Its founder, William of Wykeham, established a vision of educational excellence that continues to shape the institution more than six centuries later.

The College currently educates around 740 pupils, with plans to grow to over 900 in the coming years. It is undertaking an ambitious programme of development, including the expansion of provision for girls and a continued commitment to widening access through bursarial support.

At the heart of Winchester's success lies a unique combination of academic excellence,

intellectual curiosity, outstanding pastoral care and a vibrant boarding community. The College's educational reputation is matched by its commitment to developing young people who contribute positively to society.

The estate itself plays a critical role in supporting this mission. It encompasses some of the country's most historically significant educational buildings, extensive residential accommodation, sports facilities, grounds and operational infrastructure.

The stewardship of these assets is central to maintaining the quality and reputation of Winchester.





Estates Team

The Estates Team supports Winchester College and The Pilgrims' School through the stewardship, maintenance and operation of a large and varied estate.

Reporting to the Estates Bursar, the Estates Director will support the delivery of the schools' estates priorities by ensuring that the estates are well maintained, compliant, safe and fit for purpose, while also delivering the highest standards of customer service across all estates functions.

The role will provide outstanding leadership and technical advice and guidance to key operational managers and will help ensure that estates services are well planned, effectively resourced and delivered in a professional, customer-centric and cost-effective manner. The postholder will be expected to build strong relationships with

stakeholders across both school communities, as well as with external contractors, consultants and advisers, and to contribute to the delivery of estates strategies for both Winchester College and The Pilgrims' School.

Working closely with senior colleagues across Winchester College and The Pilgrims' School, the Estates Director will lead a number of experienced operational managers and their teams across several key areas, including:

- Works (planned and reactive maintenance and small-scale capital projects)
- Housing
- Soft Facilities Management
- Grounds and River.



The Opportunity

This is far more than a traditional estates management role.

The successful candidate will inherit a well-established operation with many talented and committed staff. They will also encounter an organisation that recognises the need to raise standards, improve consistency and develop a more service-oriented culture across its support functions.

The Estates Director will provide visible operational leadership, ensuring that maintenance, facilities and support services

are well organised, responsive and professionally managed.

Winchester's ambition is simple: support services should reflect the quality and reputation of the educational experience. By drawing together diverse teams behind a common vision, the Estates Director will play a key role in delivering that ambition.

The role therefore requires someone who is equally comfortable leading people, driving change and managing operations.

Responsibilities

The Estates Director will provide leadership across Works and Maintenance, Grounds and River, Housing, and all aspects of Soft Facilities Management.

Estates operations and planned maintenance

- Have day-to-day responsibility for the operation of the estates of Winchester College and The Pilgrims' School, including the delivery and review of Planned Maintenance Programmes.
- Oversee reactive and planned maintenance works, condition surveys and small to medium-sized projects, ensuring works are completed efficiently, to a high standard and in line with health and safety, fire, statutory and heritage requirements.
- Support the Estates Bursar as requested in the development, delivery and review of longer-term estates plans for both schools.

Budget Management and Value for Money

- Manage and monitor allocated estates budgets, reporting regularly to the Estates Bursar.
- Support the Estates Bursar with the preparation of reports for both the Estates Committee and Finance Committee in relation to the Estates Director's portfolio, as required.
- Support effective budget control across maintenance, grounds, housing and soft facilities management, ensuring value for money and appropriate prioritisation of resources and helping to ensure that estates priorities are planned and delivered in a clear, structured and cost-effective way.

Leadership and Line Management

- Provide day-to-day leadership, management and technical support to senior operational leads across Works, Grounds and River, and Soft Facilities Management.
- In conjunction with the Estates Bursar, set clear expectations around service standards, communication and accountability.
- Work closely with the Works Project Manager, Catering Manager and other key staff at The Pilgrims' School to ensure coordinated and effective service delivery across both estates.
- Promote high standards of workmanship, conduct, presentation and communication across estates teams and contractors.

Works, Projects and Compliance

- Work closely with the Estates Bursar and the Head of Health and Safety to ensure that both estates remain compliant, safe and well maintained, with particular regard to fire safety, health and safety, safeguarding and wider statutory obligations, and that appropriate systems are in place to monitor estate-related compliance and manage estate-related risks.
- Support the Works Manager in overseeing planned works and small projects, liaising as appropriate with the Estates Bursar and other relevant colleagues to support the effective management of contractors, consultants and specialist advisers and to ensure high standards of quality and service delivery.

Responsibilities

Housing

- Support the Works Manager in ensuring that the Schools' housing estates are maintained to the agreed standards (including reactive and planned works), and to liaise with external consultants and advisers in relation to let and transitional properties.

Grounds and River

- Work with the Head of Grounds and the River Keeper to oversee the maintenance and development of the School grounds and river for educational, recreational and sporting use, ensuring works are delivered effectively, within budget and with due regard to relevant external bodies and environmental obligations.

Soft Facilities Management

- Provide leadership and oversight of soft facilities management, including facilities, laundry, transport, portering and associated security functions, ensuring these services are delivered effectively and to a high standard across Winchester College and The Pilgrims' School.
- Support the development of clear, effective and appropriately resourced arrangements for soft facilities management.
- Maintain day-to-day liaison with the Catering Manager and support the management of operational issues arising in connection with the School's outsourced catering contract.

Customer Service and Service Standards

- Promote a culture of outstanding customer service across all estates functions, ensuring services are delivered efficiently, professionally and in a way that reflects the schools' values and standards.
- Ensure clear, timely and professional communication with staff, pupils, visitors, contractors and other stakeholders.
- Maintain high standards of presentation, attention to detail and follow-through, with a focus on the overall service experience as well as operational delivery.
- Lead by example in setting expectations for behaviour, professionalism and accountability, ensuring that teams demonstrate not only strong outcomes, but the right approach in how those outcomes are achieved.

Relationship Management and Communication

- Build and maintain strong working relationships with colleagues, contractors, consultants and external stakeholders, communicating clearly and professionally at all levels.

Other Duties

- Undertake such other duties, commensurate with the seniority of the role, as may reasonably be required by the Bursar and Clerk to Governors or the Estates Bursar on behalf of Winchester College and The Pilgrims' School.



AN CRUCEM
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VICECOMITE
AD MCMXXII
ES FEARON:
INFORMATOR

VIAM SA
FECIT PE
ARTURU
EDWARD
EMERIT
CREY DE
CO V/S



Person specification and key qualities

The successful candidate will be expected to demonstrate the following experience, knowledge, skills and personal attributes:

Essential Qualifications and Experience

- Significant leadership experience within estates, facilities, property or construction management in a complex operational environment.
- Experience overseeing maintenance operations, facilities services and small-to-medium-sized projects, with responsibility for budgets, compliance and service delivery.
- A proven ability to lead multidisciplinary teams and transform customer service standards within operational environments.
- Knowledge of health and safety, fire safety and wider statutory compliance requirements.
- Experience managing contractors, consultants and external partners.
- Good IT skills and digital capability, including Microsoft 365 and associated systems.

Desirable Qualifications and Experience

- A relevant professional qualification, or equivalent experience, in estates, surveying, construction or facilities management.
- Experience working within a complex operational environment, ideally in education, a heritage setting or another multi-site organisation.
- Familiarity with listed buildings, residential property portfolios and/or heritage estates.

- Experience of procurement, contract management and working with external suppliers.
- Professional membership (or equivalent experience) such as CIOB, RICS or IWFM would be advantageous.

Personal Attributes

- A strong people leader, able to support, develop and challenge teams to deliver high levels of performance.
- Forward-thinking, with a good understanding of current and emerging practice in estates, facilities and service management.
- A practical and collaborative problem-solver, comfortable working independently and as part of a senior leadership team.
- Resilient, adaptable and able to respond effectively to changing priorities and operational demands.
- Committed to raising standards in both operational delivery and customer service, while embracing the values and ethos of the schools.
- Highly organised and calm under pressure, with the ability to manage complex and varied workloads.
- An excellent communicator, able to build credibility and strong relationships with stakeholders at all levels.
- Professional, approachable and proactive, with the judgement to address issues effectively and see them through to resolution.



How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Winchester College on this appointment.

Candidates should apply for this role through the Saxton Bampfylde website at roles.saxbam.com using code **TBSIB**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form. Candidates will be required to fill out an application form ahead of formal interviews.

The closing date for applications is noon on Friday 4th September 2026.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

- [Read our guide to writing cover letters](#)

Terms and Conditions

Start Date:

Flexible start date for the right candidate, with preference for commencement as soon as possible.

Hours of Work:

This is a full-time role, 37.5 hours per week, and such other hours as are reasonably necessary to meet the needs of the College and the demands of the role.

Salary:

Competitive salary commensurate with qualifications and experience. Salary is paid monthly, in arrears, to a nominated bank account in 12 equal payments.

Disclosure Check

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school's website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they **come into contact with** and will need to adhere to and **ensure compliance with the school's Child Protection and Safeguarding Policy at all times**. The postholder should be conversant with the responsibilities and procedures detailed in this policy and with the Department for Education's Keeping Children Safe in Education. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Leads.

References and Other Pre-employment Checks

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.





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