



**TUDOR  
HALL**

## Head of Facilities INFORMATION PACK





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## The School

### Tudor Hall

Tudor Hall is an independent boarding and day school of approximately 300 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.

Tudor Hall is a successful school in many different ways. We are a High Performance Learning (HPL)

Pathway School; academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom, as is evident by the excellent examination results. In the summer of 2024 the girls have achieved 69.5% A\*– B grades at A Level or equivalent and 54% 9–7 grades at GCSE with 96% achieving 9–4.



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## Head of Facilities

The Head of Facilities is a member of the management team reporting to the Bursar and has direct responsibility for the support functions within the School to include Estates, Transport, Operations and External Lets.

Specific duties include:

### Leadership, General

- sharing policy and decision making at all levels;
- keeping abreast of developments in school management, through reading and in- service training; briefing senior colleagues on articles/books/courses and other matters of professional concern;
- sharing responsibility for the smooth running of the school and for good relationships at all levels amongst members of the immediate and wider school community;
- assisting in disciplinary and capability procedures relating to support staff as appropriate;
- assisting with the appointment of staff;
- supporting staff and girls at school events;
- leading working groups as may be required in relation to the review of key aspects of the school's life or to the development of new initiatives;
- taking a share of on call holiday cover
- being the emergency contact for trips and excursions, as required.

## Estates Management

- line manage the Facilities Manager and Domestic Supervisor ensuring the seamless provision of Estates support across the School;
- work alongside the Bursar to review the Estates and Operations provision in accordance with the School's needs;
- in liaison with the Bursar and Finance Manager have budget responsibility for Estates;
- implement the maintenance, repair and replacement schedule for buildings, plant, furniture and equipment
- oversee the programme of regular and internal works projects;
- ensure the upkeep of the school grounds (gardens, sports pitches and driveways) and boundaries;
- manage the domestic (cleaning and laundry) arrangements;
- oversee the day to day running of the catering contract;
- ensure compliance with the School's Health and Safety policy and requirements and be an active member of the Health and Safety Steering Group;

## Transport

- Be the budget holder for the transport budget.
- The main point of contact for questions, concerns or advice regarding School transport, including school vehicles, transport to and from School for pupils.
- Ensuring compliance with legislation surrounding the safe operation of school vehicles and contractors.
- Deal with complaints and areas of concern.
- Determine and plan minibus routes in accordance with the identified needs of the school and as directed by Admissions and the Bursar.
- Operate a system for staff/departmental booking of minibuses including logging journeys and issuing and returning of keys.
- Take responsibility for the contents of minibuses including the issuing, monitoring and recording of driver information and documentation within the vehicle, as well as First Aid kits and other equipment issued at the point of handover to the driver.
- Ensure minibuses are kept clean and tidy and fuelled as necessary.
- In liaison with the Bursar and Finance Manager manage the school fleet according to include:
  - procurement, Maintenance and disposal of School-owned vehicles;
  - management of the long contract lease-hire vehicles;
  - management of any additional transport requirements through short-term contract hire or outsourced transport solutions;
  - manage the maintenance, servicing and taxation of all School-owned vehicles in accordance with the granted budget;
- monitor and implement both UK and European transport policy to ensure the School stays within mandated guidelines;
- record and report to finance any information pertaining to pupil billing, departmental spend, mileage and fuel costs in line with the required deadlines;
- Manage all aspects of Section 19 compliance and monitor forthcoming changes relating to a Transport Operator's licence;
- Recruit, train and manage a team of Drivers ensuring competency, compliance with regulations and fitness for work;
- Allocate drivers as per requirements to School Minibus runs and to other School transport jobs as required.
- Assess and record all School drivers for competency and safety in order to comply with insurance requirements and advise the Bursar accordingly;
- Manage Driver training across the School including ensuring the MIDAS assessments are undertaken as required and ensuring D1 licensing is in place for those driving relevant vehicles;
- Maintain transport records to include driver licence information and training records;

- Manage contract transport companies including coach and taxi firms, from quality, safety, safeguarding, service delivery and cost perspective, including on-site and vehicle inspections and implementing service level agreements;
- Develop the School booking systems to ensure transport requirements are handled effectively;
- Alongside the Bursar and Finance Manager manage information for any insurance claims for School vehicles and third-party damage liaising with insurance companies where required;
- Manage start and end of term transport requirements.

#### External and Commercial Lets

- Proactively search for potential new business and leads using a variety of tools including, databases, e-newsletters, networking (internal & external), social media, internet searches, business exhibitions, advertising etc.
- Assist the Headmistress and the Bursar with the development of Tudor Hall's own holiday programmes / immersion programmes / language schools
- Identify the requirements of clients in terms of rooms, equipment, catering and other support services
- Event enquiry availability/compatibility checks: robust liaison with all internal departments and individuals to ensure all School based considerations have been considered.
- Analyse the practical feasibility and profit potential of a booking before accepting the booking.
- Manage all bookings, from enquiry through to invoicing, including deposits and pre-payments where applicable for each event and ensure these are paid in a timely fashion, in conjunction with Credit Control and Cancellation Policies.
- Effectively communicate all event details to all concerned in running each event, ensuring accuracy and timely delivery.
- Liaise with the Estates, Housekeeping and Catering to ensure each event is properly supervised by qualified and appropriate levels of staff and meets the needs of the Schools' Safeguarding requirements where relevant.
- Working with the front of house teams to ensure that all preparations required prior to the commencement of an event are taken in good time, are coordinated, and communicated together with all stakeholders. This includes the requirement for out of hours contacts and Fire Wardens where relevant.
- Make arrangements for the client's arrival and departure including inventory checks, the handover of facilities and introductory briefings.
- Act as the Tudor Hall primary point of contact for all commercial lettings when they are on site. Ensure that the clients receive an excellent standard of service and that any problems are satisfactorily resolved.
- Maintain forecasting reports tracking shortfalls and gains versus budget.
- Compile quarterly financial reports as required for meetings and assist with annual financial budget preparation.
- With the assistance of the Bursar, Director of Operations and the School Marketing team, market the facilities, maximizing usage and therefore income.
- Host visits of prospective clients.
- Ensure full and accurate records of all event enquiries and turnover business for future marketing and sales analysis. Further develop marketing materials, booking documents and systems used in the administration of Events.
- Ensure proper and accurate records are kept of each event for analysis, invoice and billing purposes, including all costs, breakages and associated costs in accordance with financial compliance.

#### General

- Attending INSET days and participating in training and professional development as required.
- Act at all times consistently with the School's requirements relating to the Safeguarding Policy and related procedures and standards of behaviour.
- Carrying out any other duties commensurate with the post as may be reasonably requested by the Head or Bursar.
- Willingness to work outside normal working hours as required.

- 52 week contract with support terms and conditions
  - This list is not exhaustive and may be varied from time to time.
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## Duties and Responsibilities

The post holder is encouraged to undertake training relevant to the responsibilities of the role.

This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, recognising areas of development and aspirations. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position.

All staff share responsibility for safeguarding and promoting the welfare of the children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service and adhere to the School's Safeguarding Policy.

Tudor Hall committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.

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## Person Specification

The successful candidate will have:

- vision, drive, a range of relevant experience, and a good sense of humour;
- ability to be a positive role model inspiring staff and pupils to achieve the highest standards;
- excellent organisational skills and the ability to prioritise workload;
- excellent attention to detail;
- ability to work independently and as part of a team;
- ability to work under pressure and ensure deadlines are met;
- a respect for the confidentiality of the work;
- outstanding interpersonal skills and the ability to communicate effectively, verbally and in writing;
- good ICT skills;
- a natural ability to get on with, support, understand and command the respect of girls aged 11-18;
- enthusiasm and interest in the education and welfare of young people;
- a strong work ethic;
- commitment to the full boarding ethos of the school;
- ability to support and extend the co-curricular life of the school;
- sympathy for the Christian ethos of the school;
- ability to be an ambassador for Tudor Hall at all times.



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## Working at Tudor

We are in an enviable position in one of the most accessible parts of the UK surrounded by beautiful countryside and yet within walking distance of Banbury. Direct trains from Banbury station to London Marylebone take 55 minutes, to Birmingham 45 minutes, with many more direct destinations accessible including Newcastle, Manchester, Reading and Bournemouth. Access to junction 11 of the M40 is at Banbury with links to London and the Midlands.

The local area around Tudor Hall is made up of pretty ironstone villages and is home to great walking and cycling with plenty of places to stop for a drink or a bite to eat. Stratford upon Avon is half an hour away, the regency town of Leamington Spa is also close by. Both offer a great array of independent shops, places to eat, cultural and leisure activities. We also have Oxford and everything that it offers within striking distance.

The community at Tudor Hall is friendly and welcoming with many staff living on site. The full boarding nature of the school means that there is always plenty going on in the evenings and at weekends and new staff feel they very quickly become a valued part of the community.

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## Benefits

Tudor offers competitive working conditions and benefits including:

- All employees are auto-enrolled into a pension scheme after three months' service;
- Training opportunities for personal and professional development;
- 40% day fee pupil discount (pro rata for part-time staff);
- Childcare vouchers – tax initiative designed to help working parents save money on their registered childcare costs;
- Personal Accident Insurance including dental cover and a confidential counselling, advice and information service;
- Active staff social group offering clubs and activities including: 5-a-side football, running club, aerobics, yoga, chess club, staff band, choir and orchestra, staff quizzes and parties;
- Free on-site parking;
- Subsidised meals when available;
- Access to school library, gym, swimming pool and other sports facilities;
- Annual flu vaccinations.





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## Terms and conditions as per Employment Contract

Post:	Head of Operations
Hours:	Full time. During school terms the employee shall work all school hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress and Bursar for the proper performance of their duties. There is an expectation that senior staff members provide emergency cover during School holidays on a rota basis.
Salary:	This is a management appointment in the organisation and remuneration will be negotiated with the preferred candidate. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1 <sup>st</sup> September each year.
Probation period	Six Months.
Holidays:	25 working days plus Bank Holidays, annual leave should where possible be taken during the School holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may well be working days.
Pension:	Enrolment on school's defined contribution support staff pension scheme is available after three months service. The School shall pay a matched sum up to 6% of your basic salary into the pension scheme subject to contribution by you of at least 5%. Minimum contributions may vary to reflect the prevailing legislative requirements.
Retirement:	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick pay:	In the absence from duty owing to illness, salary will be paid for the following periods: i. In the first 12 weeks of service – 7 days. ii. In the first year of service, after 12 weeks – 4 weeks. iii. After the first complete year of service – 8 weeks and a further discretionary 16 weeks half pay.
Notice:	The employee's appointment may be terminated by either party giving to the other not less than three months' notice in writing.

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## How to apply

The closing date for applications is 11:00 Monday 14<sup>th</sup> July, 2025. Interviews will take place within 14 days of the closing date.

Please send your application to [amullins@tudorhallschool.com](mailto:amullins@tudorhallschool.com) and enclose with your application:

- a completed application form;
- a covering letter not more than 2 pages (total), addressed to Mr Adrian Betteridge, Bursar summarising your suitability for the role as specified in the job description.



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