



THE ORATORY



BRIEF FOR THE POST OF:

MAINTENANCE OPERATIVE

Be you.
Become more.

INDEPENDENT BOARDING AND DAY SCHOOL FOR GIRLS & BOYS AGED 11–18

THE SCHOOL

The Oratory is an HMC independent school for pupils aged 11 to 18, providing an all-round education of quality and purpose.

We offer small class sizes and outstanding facilities on a wonderful South Oxfordshire country estate and yet we are within easy travelling distance of London, major motorways, railways and airports.

The Oratory School has high academic standards; however, we believe that an education is about more than statistics. We have a clear vision to ensure that each pupil flourishes and fulfils their maximum potential both in and far beyond the classroom. To this end, a wide variety of co-curricular activities enrich the students' learning, and all students get the opportunity to develop their specific talents to the full.

The Oratory is not a large school, and this enables each and every student to be known, valued and stretched as an individual within our nurturing community.

Founded in 1859 by Saint John Henry Newman – we are a Catholic school which welcomes pupils of all faiths and none. Visitors often comment on the inclusive community atmosphere of our school, which we believe nurtures confidence, self-expression and a desire to learn and grow.



WELCOME FROM THE HEAD MASTER

Matthew Fogg became Head Master of The Oratory School in April 2025, having previously been Deputy Head of the school since 2018.

Matthew is a graduate of Durham University and has dedicated his career to Catholic boarding schools. He has a daughter and son, both of whom are pupils at The Oratory and his wife, Dr Vicky Fogg, is Assistant Head (Community & Culture).

Matthew says, "I consider it to be an extraordinary honour to be able to take on the role of Head Master at Saint John Henry Newman's school, and to build on the very many achievements and successes to date. Vicky and I moved to The Oratory in Woodcote, along with our children Bella and Leo, seven years ago, because of our desire to work in a school that is rooted in its Catholic heritage and which provides all of its pupils with the opportunity to flourish both spiritually and academically, in their sporting and cultural lives, and to make friendships that will last a lifetime.

I shall do everything in my power, along with all the wonderful staff here, to ensure that as well as building on The Oratory's academic performance, and on our sporting achievements, where we already punch above our weight, I will personally encourage each and every pupil to develop the skills, human skills, that set the scene for a life fully lived. I want all of our pupils to do well – and to do good. Qualities such as leadership, teamwork, resilience, compassion and generosity of spirit must not just be talked about, but lived, shared and witnessed in our daily lives."

Mr Matthew Fogg Head Master



THE DEPARTMENT

The Estates Department is responsible for the management, maintenance and development of the school's extensive estate, ensuring that the campus remains safe, secure, compliant and fit for purpose for pupils, staff and visitors.

As a busy boarding school operating throughout the academic year, the department supports a wide range of facilities, including boarding houses, teaching spaces, sports facilities. The team is led by the Estates Manager, who has overall responsibility for the strategic and operational management of the estate, and is supported by an Estates Co-Ordinator and professional maintenance staff.

THE ROLE

We are seeking a qualified and experienced Maintenance Operative to join our Maintenance Team. The successful candidate will be responsible for the installation, maintenance and repair of various systems and equipment across the School estate, while also supporting the wider maintenance function to ensure the safe, efficient and effective operation of our boarding school campus. Electrical experience is desired but not essential.

This is a varied and rewarding role requiring an individual with excellent technical expertise, strong organisational skills and a proactive approach to problem solving. You will be capable of managing multiple priorities, working collaboratively with colleagues and contractors, and providing a high standard of customer service to staff, pupils, parents and visitors.

Working within a vibrant school community, you will play an important role in maintaining a safe, welcoming and well-presented environment that supports both the School's educational and boarding provision. This is an excellent opportunity for a motivated individual who enjoys being part of a collaborative team and making a positive contribution to the day-to-day life of a thriving independent boarding school.

ACCOUNTABLE TO

The Estates Manager



KEY RESPONSIBILITIES

- Carry out routine checks as assigned by Estates Manager.
- Escorting and overseeing external contractors on site.
- Install, maintain, and repair of systems and equipment.
- Perform periodic testing and inspection of electrical systems in compliance with current regulations.
- Ensure compliance with safety codes and regulations at all times, work in a safe manner in line with the contents of the Workshop Safety Manual.
- Communicate effectively with staff to provide excellent customer service
- Use authorised plant and equipment provided with due care and attention.
- Ensuring compliance of current Health & Safety legislation and ensure that all work complies with all legal and statutory regulations along with best practice.
- Any other duty as required by the line manager appropriate to the post.

This job description outlines the main responsibilities of the role. It is not exhaustive. The postholder may be required to undertake other reasonable duties commensurate with the seniority of the role and the needs of the School.

SALARY

Range (DOE): £32,000 to £34,000 per annum

HOURS

Monday to Friday – 40 hours a week, all year round.

SAFEGUARDING AND COMPLIANCE

The School is committed to safeguarding and promoting the welfare of children and young people. The following duties will be deemed to be included in the duties which you may be required to perform:

- Uphold and implement the School's safeguarding policies and procedures.
- Promote a culture of vigilance and pupil welfare.
- Report any safeguarding concerns promptly in line with School procedures.

PERSONAL SPECIFICATION	
Qualifications and Academic Profile	Experience of working in a role that requires flexibility and self-management.
Professional Skills and Attributes	- Excellent understanding of health and safety regulations and the ability to work safely at all times. - Well organised, able to approach work methodically, prioritise and meet deadlines. - Demonstrates outstanding written and verbal communication abilities, ensuring clear and effective engagement with diverse audiences. - Good organisational skills, hands-on with the ability to work as part of a small team but also have the ability to work unsupervised and manage their own time effectively.
Aptitude	- The ability to work on own initiative and prioritise workload effectively, as well as being a committed team player. - Commitment to safeguarding and wellbeing of children and young people. - Ability to work flexibly and accept challenges with a positive proactive attitude. - Ability in achieving challenging targets and objectives - Commitment to equity, diversity and inclusion and understanding how this applies to the role. - Proactive and resilient attitude
Desirable	- Full drivers' licence - An understanding of the expectations, ethos and aims of a full boarding school. - Qualified Electrician with relevant electrical qualifications (NVQ Level 3 or equivalent).



BENEFITS

PARKING

Free and onsite



MEAL

Free on duty meal during term time



POOL

Sports Centre membership for you and your family



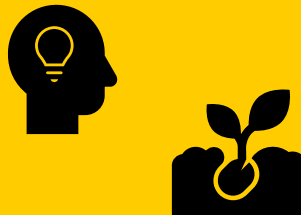
STAFF ROOM

Space to take a break, share ideas. Team events, in a supportive environment.



GROWTH

CPD training available to all employees.



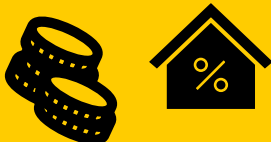
GYM

Sports Centre membership for you and your family



FEE

DISCOUNT Fee discount is available to all employees.



ELECTRIC CAR CHARGING

Electric Car Charging points available.



SQUASH

Sports Centre membership for you and your family – including access to our squash courts.



LOCATION

Situated in beautiful grounds, for walking meetings and breaks.



EYE VOUCHER

Vouchers are available for eye tests in line with VDU use.



GOLF

Sports Centre membership for you and your family – including access to our golf course.



TECHNOLOGY

Great support, advice and loaned devices, as needed.



PENSION

Contributory pension scheme.

SALARY

Competitive



HOW TO APPLY

Applicants should complete the school's application form and send together with a covering letter in PDF format to recruitment@oratory.co.uk.

The closing date for applications is **27 September 2026** with Interviews taking place soon thereafter.

Early applications are encouraged. We reserve the right to close this advertisement early if we receive a high volume of suitable applications or if we find a suitable candidate from early applications.

The interview process will include:

- Interview with the Estates Manager and HR.
- Tour of the School with the Estates Manager

Please send postal applications, together with a covering letter, to:

Director of People, The Oratory School, Woodcote, Oxfordshire, RG8 0PJ

For any queries, please email recruitment@oratory.co.uk.

The Oratory Schools Association Registered Charity No 309112 is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo checks with past employers, online and the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 213, 2020.





Thank you for your interest in working at
The Oratory School.

If you have any questions about our
recruitment process, please contact our HR
team:

recruitment@oratory.co.uk
+44 (0)1491 683500

oratory.co.uk