

— Est. 1859 —

THE ORATORY PREP SCHOOL

— Cor Ad Cor Loquitur —



Maintenance Manager

Letter to Candidates

Dear Candidate,

Thank you for your interest in the role of Maintenance Manager at The Oratory Prep School. This is a fantastic opportunity to join a dedicated and talented team during an exciting time for the school.

The Oratory Prep School is a co-educational day and boarding school for children aged 2 to 13. Set in 65 acres of beautiful Oxfordshire countryside, we offer an enriched education that blends tradition with innovation. As part of the Bellevue Education group, we are committed to high standards, outstanding teaching, and helping every child thrive.

We're looking for someone who is keen to learn, listen and make a impact in our school, with a mindset that our school will be the very best version of Preparatory Education in the UK. In return, you'll join a warm, supportive school community where curiosity, confidence and kindness are nurtured.

To apply, please send a covering letter and a short statement including why you are interested in the role how you meet the Job Description and Person Specification along with a completed application form to humanresources@oratoryprep.co.uk.

We will seek references for all candidates and we may interview early, so please don't wait to apply. If you would like to speak to us before applying, we'd be happy to hear from you.



TALK
EDUCATION
TOP 250



Why The Oratory Prep School?

Welcome to The Oratory Prep School. We're a busy, happy school where children are at the centre of everything. Our school is a co-educational independent day and boarding school for children aged 2 to 13, set within extensive countryside in South Oxfordshire. Pupils join us from Nursery and continue through to Year 8, with boarding available from Year 3.

With 65 acres of space and outstanding facilities, there's space to learn and room to grow. We have a 25m indoor swimming pool, astroturf, cricket pitches, woodland learning areas and generous outdoor space. More importantly, we give children the emotional and intellectual space to develop confidence, resilience and character.

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The staff are experts. I leave my children knowing that they will be stretched, supported and developed in every way possible. We consider ourselves very lucky to have found The Oratory Prep School and look forward to many more years of being part of such a caring and nurturing community.

Current Parent.

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We combine academic ambition with a deeply nurturing pastoral culture. Small class sizes allow staff to know every pupil well. We aim for excellence, while ensuring childhood remains rich and balanced.

Pupils leave us well prepared for senior schools, having developed independence, strong learning habits and the confidence to contribute positively to their communities.

In our [February 2025 ISI inspection](#), inspectors recognised the strength of our teaching, the quality of relationships across the community and the highly effective safeguarding culture that underpins school life.



Maintenance Manager

As Maintenance Manager you will be responsible for all aspects of the School's facilities management ensuring the cleanliness, safety, compliance and security of the School buildings and grounds.

School property and grounds need to be maintained to the highest standard, from an aesthetic and compliance point of view, so an eye for detail is crucial. You will have strong-interpersonal skills and not be afraid to come up with innovative and exciting ideas.

This is an exciting role within the School. The successful candidate will have the opportunity to shape the future of facilities management and make a real difference to the organisation.

The Maintenance Manager is expected to:

- Maintain school buildings, plant, and accommodation including staff accommodation.
- Establish and maintain the highest level of facilities safety and compliance at all times
- Assume overall responsibility for the security of school buildings and premises and ensure that appropriate security measures are in place for the safeguarding of pupils and staff.
- Provide operational support, particularly in the areas of Fire Safety and the operation of COSHH regulations.
- Arrange and manage external contracts relating to property management and maintenance of the School and ensure that goods and services are delivered, maintained and tested to agreed standards.
- Prepare and monitor a schedule of routine works and maintenance programme.
- Maintain meticulous records with regard to inspections of property, grounds, equipment and general preventative maintenance,
- Ensure that essential services are available, appropriately maintained and monitored by the School, and to be prepared to react to emergency situations
- Ensure that safeguarding rules set out by the School are adhered to

This list is not exhaustive, the Maintenance Manager shall take on responsibilities as reasonably requested by the Business Manager and/or Head.

Qualifications and Requirements

Essential

- Previous experience in a Maintenance role
- Hands-on maintenance experience
- Enthusiastic, highly motivated self-starter
- The ability to prioritise effectively and manage a high workload
- IT literate

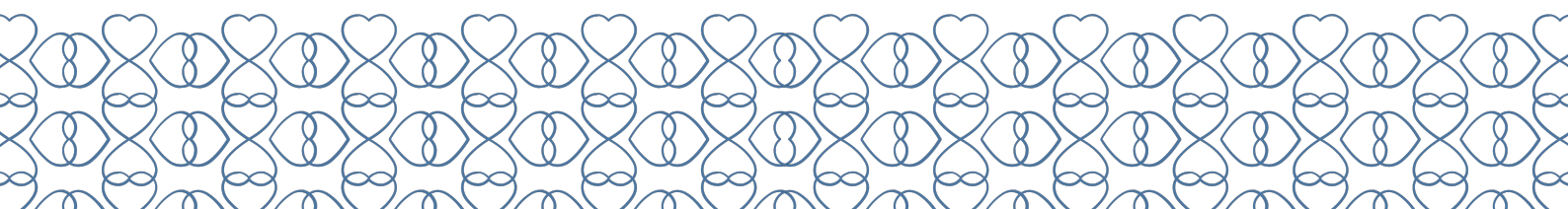
Desirable

- IOSH or NEBOSH Management of health and safety qualification
- Experience of property management
- Familiarity with the Independent education sector
- Member of BIFM.

This is a full-time, year round position. The successful candidate must be able to commit to working occasional weekends and late evenings as and when required.

Closing date: Midday on Friday 22nd May 2026

Interviews date - Week commencing 25th May 2026 however we reserve the right to interview before this date and encourage early applications



Equal Opportunities

Rationale:

The Oratory Prep School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.

Purpose:

To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.

To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics.

Guidelines:

Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job. No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.

Applications:

To apply, or for further information, please send a completed application form via email to humanresources@oratoryprep.co.uk

The Oratory Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.





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