ST GABRIEL'S
NEWBURY



CANDIDATE INFORMATION PACK

MAINTENANCE & OPERATIONS PERSON



A welcome from the Principal

Thank you for the interest you have shown in joining St Gabriel's. I am delighted that you are considering becoming part of our community.

At St Gabriel's, we believe that every member of staff plays a pivotal role in shaping the educational journey of our pupils. Whether in the classroom, behind the scenes, or in pastoral care, your contribution helps us deliver an exceptional learning experience and create a lifelong love of learning.

St Gabriel's is a welcoming and supportive school where staff work together with a shared purpose: to help every pupil flourish. Whatever your role, you'll be part of a dedicated team that contributes to the life and success of our school.

R Smith.

RICKI SMITH







About St Gabriel's

Founded in 1929, St Gabriel's is a vibrant and thriving co-educational independent day school for children aged 6 months to 18 years. With a strong sense of community, our pupils, teaching staff, operational teams and nursery staff together create a warm and purposeful environment where every individual is known and valued.

Our Mission

To provide an education that is both balanced in its approach and inspirational in its content, within a community built on mutual respect and collaboration. We aim to create an environment where pupils are confident, engaged and happy.

We are proud to be a school where the strength of personal relationships is at the heart of everything we do. Our size enables us to focus on each individual — a school where every pupil is noticed for all the right reasons, and where a genuine sense of community flourishes. From this foundation, we work in partnership with families to help every child achieve the success they deserve.

St Gabriel's: a school founded on community, inspiration, understanding and balance.

Located on the edge of Newbury, the school sits within historic parkland landscaped by Capability Brown. At its heart stands an 18th Century, Grade I listed building, complemented by extensive modern development in recent years.

Providing an exceptional educational experience for families in and around Newbury has always been our focus. Over the past decade, we have successfully established St Gabriel's Nursery and extended our co-educational provision throughout the whole school, from Juniors to Sixth Form, ensuring that every stage of a child's journey benefits from the same ethos and excellence.

Our History

2026: St Gabriel's becomes a fully co-educational Nursery, Junior and Senior School

2024: Year 9 and Year 12 co-educational entry points

2022: Start of the Senior School's co-educational journey with boys welcomed in to Year 7

2019: 90th Birthday and restoration of Oval Room and Library

2018: Garland Science Laboratories and Theatre refurbished

2017: Opening of Sandleford Farmhouse as the new Sixth Form Centre

2014: The Junior School became fully co-educational; The nursery opened its doors to children from the age of six months

2012: Dance Studio opened

2011: Opening of the North Block (MFL & Technology Rooms)

2002: Opening of the Sports Hall

1989: Dining Room and Technology building opened

1984: Science Block built

1983: The Junior School, Falkland St Gabriel's, previously sited at Wash Common moved to Sandleford Priory

1974: A Board of Governors became responsible for the school after the Sisters left

1948: The Community of the Companions of Jesus the Good Shepherd (CJGS), an order of Anglican nuns, bought Sandleford Priory and moved the school to its current site

c1946: To accommodate growing numbers following the war the Junior School moved to Falkland Lodge, Wash Common, Newbury and was known as Falkland St Gabriel's

1943: St Gabriel's relocated to Ormonde House, Newbury in January 1943. A house on Donnington Square was also used to accommodate the growing school community

1939: The school (80 pupils and staff) evacuated to West Ogwell Manor in Devon

1938: From September to December the school evacuated to Wantage, utilising facilities at the former St Katharine's School site

1929: St Gabriel's was founded in Mill Hill, London

18th Century: Sandleford Priory acquired by the Montagu family. Mrs Elizabeth Montagu, the founder of the Blue Stocking Society, employed James Wyatt, to make the 13th Century chapel into a dining room, which was then joined to the house by Wyatt's remarkable Oval Room. The grounds were landscaped by Capability Brown

12th Century: Sandleford Priory founded for the Austin Canons by Count Geoffrey de Perche and his wife, Matilda, niece of King Richard I

The Position

MAINTENANCE & OPERATIONS PERSON

Contract Type: Permanent

Working Pattern: Monday - Friday 25 hours per week, year round

Hours: Typically 6am to 11am including a 15 minute break

Salary £17,238 - £19,890 (depending on experience)

Reporting to: Operations Manager

Location: St Gabriel's School, Newbury, RG20 9BD

JOB PURPOSE AND OVERVIEW

We are seeking a reliable, practical and enthusiastic Maintenance & Operations Person to join our friendly Operations Team.

This is a varied, hands-on role supporting the smooth day-to-day running of the School. You will help maintain our buildings and grounds, assist with event set-ups, undertake routine maintenance tasks, and ensure the site remains safe, secure and well-presented for pupils, staff and visitors.

ABOUT YOU

You will be practical, self-motivated and take pride in maintaining high standards. Experience in maintenance, grounds work, facilities, caretaking or a similar role would be advantageous, although applicants with strong DIY skills and a willingness to learn are encouraged to apply.

You will be able to work independently, adapt to changing priorities, and contribute positively as part of a team.

KEY RESPONSIBILITIES

- Supporting the maintenance, appearance and security of the School site.
- Carrying out routine repairs, grounds maintenance and general operational tasks.
- Assisting with the set-up of school events, examinations and activities.
- Identifying and reporting maintenance and health and safety issues.
- Working collaboratively with colleagues to provide an effective and professional support service.

Employee Benefits



LOCATION

Well connected, within easy reach of A34, M4 & A339



CLUB DISCOUNTS

Ultimate Activity Holiday Club discounts for children



EMPLOYEE ASSISTANCE

Access to confidential advice & support



COMMUNITY & SOCIAL

Regular social events for staff



CONCESSION DAYS

Concession days throughout the year, including Christmas Closure



COMPLEMENTARY REFRESHMENTS

Complementary refreshments while on duty



FEE REMISSION

Generous Discounted Fees



CPD

Opportunities for Professional Development



PENSION

Enrolment in outstanding pension scheme and options to upgrade



HEALTH & WELLBEING

Range of health benefits incl. 24/7 online GP and Nurse Practitioner Support



FLU VACCINATIONS

Annual on-site free vaccinations



TEAM

Working as part of a highly regarded & committed team



FREE EYE TESTS

Annual free eye-test & contribution towards glasses for regular VDU users



WORKING ENVIRONMENT

33 acres of 'Capability' Brown parkland, including lake and easy access to Greenham Common



"The benefits at St Gabriel's go far beyond the great pension scheme and staff discounts. There's a real focus on wellbeing and work–life balance, and the setting is genuinely beautiful — it's a lovely place to come to work each day. Staff turnover is low for a reason — people genuinely enjoy being part of this community."



How to apply

Please complete the School's Application Form and send this to HR@stgabriels.co.uk.

Closing Date: 9am on Friday, 20 November 2026.

Applications will be reviewed as they are received and interviews may be arranged before the closing date, so early application is encouraged.

St Gabriel's School values diversity, promotes equality, and is committed to safeguarding the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

For further details please contact HR on 01635 555680 or via email HR@stgabriels.co.uk.

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