

Facility Officer

Fixed-Term Technical Staff Position | Oxford, United Kingdom

Contract	Fixed-term contract
Working hours	37.5 hours per week
Salary	£25,200 a year - Full-time
Application deadline	1 October 2026
Start date	1 November 2026, if possible
Location	Maison Française d'Oxford, 2–10 Norham Road, Oxford OX2 6SE
Reports to	Director of the Maison Française d'Oxford

ABOUT THE POSITION

The Maison Française d'Oxford (MFO) is a Franco-British research and cultural centre associated with the University of Oxford. It hosts researchers and regularly organises academic, scientific and cultural events.

The MFO operates across two buildings, providing **12 bedrooms and 7 flats**. The Facility Officer plays a key role in ensuring the smooth day-to-day running of the site, providing practical, logistical and facilities support in close coordination with the administrative team.

KEY RESPONSIBILITIES

- Identify repair and maintenance needs across the MFO buildings.
- Prepare conference and meeting rooms for events, including room set-up, catering orders, and tea and coffee service.
- Check the proper operation of building equipment and systems, including lighting, heating, boiler and fire alarm systems.
- Carry out minor repairs and routine maintenance, such as basic plumbing tasks and replacement of light bulbs.
- In coordination with the Director, arrange larger maintenance or repair works with external contractors and monitor their completion.
- Manage keys and access for the different buildings.
- Supervise cleaning and the upkeep of shared areas and communal spaces.
- Provide logistical support for MFO events, in liaison with the Programme and Outreach Officer.
- Handle routine purchasing in coordination with the Administrative and Financial Officer.
- Assist with stock management, storage and the organisation of equipment.
- Carry out check-in and check-out inspections for residents.

SKILLS AND EXPERIENCE

Knowledge

- Good understanding of building safety and risk assessment principles.
- Basic knowledge of building upkeep and facilities maintenance, including plumbing, painting and minor electrical work.

- Understanding of purchasing and logistics procedures.

Practical skills

- Ability to plan tasks, meet deadlines and organise work effectively.
- Confidence in using basic handling and cleaning equipment.
- Effective communication with colleagues, suppliers and external contractors.
- Ability to prioritise tasks and respond appropriately to changing operational needs.

Personal qualities

- Strong service orientation and a practical, solution-focused approach.
- Autonomy, reliability and attention to detail.
- Good team-working skills.

WORKING ENVIRONMENT

- The position is based at the Maison Française d'Oxford in Oxford.
- Normal working hours are fixed (9h-17h), with occasional flexibility required to support events.
- The role involves handling light to moderate loads.
- Personal protective equipment will be provided where required.

RESOURCES PROVIDED

- Cleaning and handling equipment.
- Access to IT tools and systems for purchasing and logistics management.

KEY WORKING RELATIONSHIPS

- Director of the Maison Française d'Oxford
- Administrative and Financial Officer
- Programme and Outreach Officer
- Academic and Administrative Officer
- Researchers and scientific staff residing at the MFO
- MFO doctoral Students

ORGANISATIONAL INFORMATION

Unit / department	MFO - UAR3129
Professional area	Facilities management
Job family	Technical / Logistics and Maintenance
Unit Director	Stéphane Van Damme

How to apply

Send a CV and a Cover letter before October 1, 2026 to Catherine.osullivan@mfo.ac.uk