

College Carpenter/Maintenance operative

Permanent, full-time (40 hours per week)

Salary range £34,032 - £37,806

We are looking for a flexible, hard-working and practical individual to join our Maintenance Team. You will undertake a wide range of carpentry and maintenance tasks and have the opportunity to gain hands-on experience of other trades supporting members of the team with a variety of day-to-day maintenance requests, urgent tasks and project work.

You will have had recent experience of carrying out carpentry/joinery duties and, ideally, have worked in a similar environment with older and listed buildings. You will also have a good understanding of health and safety and be able to follow processes and instructions to ensure that work is carried out in an organised and safe manner at all times. Most importantly, you will have a 'can-do' approach to your work and be willing and able to undertake a range of tasks for which you will receive training and guidance. We will need you to be flexible in your approach and, after appropriate training has been undertaken and once your probationary period has been passed, you will be expected to join the on-call rota to provide maintenance cover outside of normal working hours. You must therefore have a full UK driving licence. You'll also be needed for occasional weekend working, particularly across the busy summer conference period.

You'll be joining a small, dedicated team of maintenance professionals who look after the College site and outside buildings ensuring that fixtures, fittings and the fabric of college buildings are well-maintained and that all those who live, study and work in college receive a prompt, professional and efficient service. You'll use your communication skills to liaise with people at all levels and your IT skills to make sure that maintenance jobs are logged and recorded appropriately. You should have the physical fitness and ability to spend most of the day on your feet as you'll be called to work in all areas of the College site, including up ladders/at height, in small spaces and will need to be able to carry/lift tools and materials. Full equipment and training will be provided.

We'd like someone who has an excellent work ethic, enthusiasm for the task given and a proactive approach to learn new skills and be equally comfortable doing regular, straightforward maintenance tasks or providing assistance for longer and more complex work. We will provide further training and development opportunities to help us enhance the team and to help you progress in areas of interest.

The closing date is noon (UK time) Friday 29 May 2026. Interviews are likely to be held in Oxford, in-person week commencing 15 June 2026.

About the College

Somerville College is one of 39 independent, self-governing colleges of the University of Oxford. Somerville takes great pride in its pioneering history, its academic excellence and its intellectual and social openness. It was founded in 1879 as a non-sectarian college as one of the first Oxford colleges to admit women tutors and students; it has been a mixed college since 1994. There are 200 graduate students currently reading for masters and doctoral degrees and about 400 undergraduates following three and four-year courses across a wide variety of disciplines. The undergraduate body includes a higher than average proportion of state-school students. Further information about the College may be found at www.some.ox.ac.uk

The role

Main Duties

- Carry out maintenance work and repairs to all doors, windows and timber forms around the College and associated buildings, and to work with other members of the Maintenance department in providing a day-to-day general maintenance service.
- Identify timber elements in need of repair and replacement throughout the College.
- Plan joinery and carpentry work schedules with the Head of Maintenance to comply with the College requirements.
- Prepare measurements and joinery schedules for the machining of replacement sash windows, doors and other timber elements.
- Assist with stock control of the carpentry workshop stores and order materials upon request and as authorised by the Head of Maintenance
- To keep the workshop clean and maintained to a standard compliant with current safety regulations and the College Safety Policy. Report any concerns regarding the safe use and condition of the College woodworking machinery and the general upkeep of the carpentry workshop to the Head of Maintenance.
- Undertake the necessary training and attend refresher courses as and when required in order to be able to fulfil the duties of the post.
- To carry out emergency repairs and ongoing maintenance work to all College buildings. Duties include (this is not an exhaustive list)
 - Lock replacement
 - basic repairs
 - use of ladders and tower scaffolds e.g. to clear gutters
 - collection of materials from merchants
 - installation of curtain tracks and curtains
 - Boarding up of broken windows and basic glazing repairs
 - Hanging art work
 - Replacing light bulbs
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- Installation of new kitchen units and book cases when required

- To purchase maintenance materials upon request and authorisation from the Head of Maintenance.
- Assist other trades as required for specific tasks, in particular, the College plumber and plumbing contractors.
- Assist with compliance inspections, monitoring and testing, including meter readings.
- Adopt a proactive approach to sourcing and collecting materials for jobs, including organising deliveries and collections and ensuring workshop stocks are well-maintained.
- Adhere to the College's Health and Safety policy, carrying out duties in accordance with training and instructions received, informing the Estates Manager or Head of Maintenance of any potential hazard or danger.
- Undertake first aid/emergency first aid training and attend to workshop/maintenance minor incidents as needed.
- Ensure correct use of all College power tools and equipment, keeping them in good working order.
- Adopt a hands-on, flexible approach towards duties with a willingness to support all members of the team, across all trades, with maintenance tasks.
- Participate in the call out rota and attend call outs as laid down in the College On-Call arrangements.
- Provide essential cover for staff absence in responding to basic or routine requests.
- Weekend working to support operational needs of the College. (This is mainly summer Conference period)
- Assist other College departments as required.
- Adopt a pro-active approach to developing own skills and experience and participate in further training as appropriate
- Carry a College radio at all times (switched on) and, observing correct radio operating procedure, communicate with other members of staff as appropriate to carry out the work with the minimum of disruption.

Selection Criteria

Essential

- Experience in carrying out maintenance work to doors, windows and timber forms
- Planning joinery and carpentry schedules
- Calculate measurements for timber repairs
- Experience in carrying out general maintenance work and lock replacement
- Trade qualification
- Ability to use power equipment unassisted (with training as required).
- Hold a current valid driving licence, and be able and willing to drive the College vehicle to carry out work duties.
- A good level of general physical fitness in order to carry out a variety of maintenance tasks which will include carrying/lifting appropriate loads, operating machinery, working at height, climbing ladders, working in confined/tight spaces (not an exhaustive list).

- Willing to work as a team member and as a lone worker, with a flexible and pro-active approach towards undertaking a wide range of maintenance duties.
- Willing to work with external contractors when required.
- Able to work occasional weekends to cover operational needs of the College.
- Able to participate in maintenance on-call rota plus occasional extra hours due to operational needs of the College. (i.e. late in the day emergency)
- Ability to communicate well, in writing and verbally, in English.
- Basic IT skills to assist when needed in day-to-day communications via College service desk (Job requests). Training can be given.
- Knowledge of basic health and safety applicable to working within a maintenance environment, in particular COSHH.
- Willingness to undertake further training/courses to enhance maintenance and trade skills.
- Educated to general education level, including GCSE, or equivalent, passes in English and Math's.

Desirable

- Previous experience of working in older buildings, especially grade II listed
- Previous experience of working in a similar college environment

Salary, hours and benefits

- The salary range is £34,032 - £37,806. Starting salary will be subject to skills and experience
- Membership of the College pension scheme with employer contribution of up to 16%
- Pro-rata of 36 days annual leave per year, plus 2 flexible days
- Free lunch when working
- Subsidised rate for on-site College Nursery
- Wide range of discounts and access to university gardens, libraries and museums
- Full-time, 40 hours per week 8.00 a.m. to 4.30 p.m. with a half hour unpaid lunch and two paid 15-minute tea breaks per day.
- Probationary period of three months
- On-site working.
- Weekend and on-call working subject to separate pay arrangements

Full terms and conditions of employment will be provided in writing to the successful candidate. This information is for guidance and does not constitute the contract of employment.

How to apply

Please apply online via www.some.ox.ac.uk/about/jobs

The closing date is noon (UK time) Friday 29 May 2026.

Candidates shortlisted for interview will be notified by email as soon as possible after the closing date. Interviews will be held in person, in Oxford. **Interviews are likely to be held in-person, in Oxford on week commencing 15 June 2026.**

Equal Opportunities

Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of any protected characteristic. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex

Your data

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulations 2018 and the College's policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

Any offer of employment will be subject to the following:

1. Documentary proof of right to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

2. Satisfactory references

Your application should include contact details for two referees who have recent experience of your work. One should be your most recent line manager. We will assume you are content for us to approach your referees at any stage unless you clearly indicate otherwise.

3. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

4. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical declaration. It may also be necessary to refer the successful candidate to the University of Oxford Occupational Health Service for confirmation that the candidate is medically fit

for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

5. Further checks

Where required for the role, further checks, such as DBS, may be required. The Human Resources team will advise applicants of the need for any additional checks as appropriate.

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