



Head of Maintenance

Salary in the range £43,013 - £50,837 depending on skills and experience.

Permanent, 40 hours per week

This is a fabulous opportunity for an experienced, motivated and well-organised individual to play a key role in our Estates Team running our maintenance service which covers all trades and provides many opportunities to get involved in a wide variety of day to day and project works.

You will use your management skills to oversee a team of four maintenance staff; a plumber, carpenter, two general/multi-trade members and a range of support contractors ensuring that an efficient, effective and responsive maintenance service is provided to all college users throughout the year. As well as planning and directing work, you will have opportunities to get involved with hands-on work, particularly during busy periods, and will be part of the on-call team that responds to out-of-hours issues and emergencies. Separate remuneration arrangements are in place for on-call work.

In addition to a recognised trade qualification or proven experience, you will have sound administrative skills, good working knowledge of health and safety requirements and processes and be skilled at prioritising work and deploying people and resources to ensure the smooth running of the maintenance department. You will report to the Head of Estates and liaise with academics, support staff, students and contractors so will be a clear and competent communicator, both verbally and in writing, and be comfortable dealing with people at all levels in a variety of situations.

The small, friendly Maintenance Team works particularly closely with our Gardens, Housekeeping, Lodge and Conference and Catering teams and so you will have the support of a wide number of colleagues to ensure a well-coordinated approach to dealing with day to day and ad hoc work.

About the College

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, and one of the first Oxford Colleges to admit women tutors and students. It has been a mixed College since 1994. There are approximately 450 undergraduates following three and four-year courses across a wide variety of disciplines and 280 graduate students currently reading for masters and doctoral degrees.

The College is governed by its Principal and a Governing Body consisting of professorial, tutorial and administrative fellows. Tutors are assisted by college lecturers, and the research community includes a number of postdoctoral research fellows. There are approximately 100 members involved in the College's academic community and we employ 145 support staff whose role is to work together to support the provision of an inclusive, stimulating and safe environment in which the academic and research activities of the academic members and students may thrive.

The role

Management of the Maintenance team

- Line management of the Maintenance team on a day-to-day basis. Including general staff management, recruiting and onboarding new staff, conducting performance reviews and training and mentoring staff to develop skills and knowledge.
- Ensure that all work is carried out successfully with the minimum of disruption to the day-to-day operation of the College. Monitor each department member's workload to ensure effective use of time and equitable distribution of duties.
- Organise and participate in regular team and one-to-one meetings with staff to communicate issues, ideas and plans and monitor progress and performance. Provide constructive, supportive feedback to team members and keep the Head of Estates informed on workload, progress and issues as they arise.

Running the Maintenance Workshop

- To deal courteously, professionally and efficiently with queries and requests that come into the Maintenance team (whether by Service desk, email, in person, phone or on the radio), delegating work as needed and referring to the Head of Estates as appropriate.
- Liaise with Heads of Department, other managers and individual staff or students as needed to agree timelines and advise of processes for non-routine maintenance requests or internal projects to ensure those affected are kept fully informed throughout.
- Manage the running of Maintenance service desk system and ensuring tasks are allocated appropriately and equitably and monitoring trends in requests to identify potential larger issues
- Manage all workshop related administration and documentation in a methodical and organised manner ensuring accessible and compliant records are kept in line with legislative and departmental requirements and college policies.
- Identify, source and purchase materials needed for the day-to-day functions of the Maintenance Department. Issue purchase orders and order materials within delegated sign-off limit and liaise with other departments as needed to resolve invoice and purchasing queries.
- Liaise with a wide range of external contacts such as contractors and specialist tradespeople to ensure that routine maintenance work is carried out effectively and

efficiently and that external workers are aware of college policies and processes as appropriate. In the absence of the Head of Estates, Issue permit to works where required.

- Manage and organise the team to ensure all maintenance areas including; the maintenance workshop, yard area stores and boiler rooms areas are clean and tidy at all times to a standard compliant with current safety regulations and the college Safety Policy.
- If requested, represent the Estates Team at Operations meetings and ensure that the Treasurer and other Heads of Department are kept up to date with routine works as needed.
- Manage the suited lock system. Maintain spares and document on the appropriate suited lock spreadsheets any changes.
- Assist with repairs and emergencies at external properties. Liaise with the occupant or property agent as required.
- Manage monthly meter readings. Provide the Treasury Department with monthly readings of all the College Gas, Electric & Water meters on a monthly spreadsheet with assistance from the Maintenance General Assistant or another team member.
- Assist the Head of Estates to arrange and oversee delivery of site-wide routine servicing, testing, inspections as per Department Preventive Maintenance Programme. Updating and amending programme as required.
- Manage the college's electric vehicle ensuring it is serviceable, clean and tidy at all times, arrange MOT, servicing and repairs as needed. Maintain records of use, mileage and weekly handover sheets. Report damage or issues to the Head of Estates.

Plumbing/Boiler, Water Systems and Waste Management

- Be responsible for the maintenance and upkeep of the College plumbing and drainage systems, delegating relevant tasks to the College Plumber and other maintenance staff.
- Manage the daily monitoring of Boiler Management System (BMS) and maintain the upkeep of the Boiler Room with assistance from the College Plumber. Identify and report issues to the sub-contractor and Head of Estates.
- Assist in the water monitoring regime, including legionella inspections and relevant temperature monitoring and shower head cleaning, liaising with specialist contractors as needed.
- Assist in site waste management of all general and hazardous and waste items.

Health and Safety

- Participate in the on-call rota plan to ensure emergency and out-of-hours maintenance and repair issues are dealt with promptly and effectively. Plan and manage the on-call rota to ensure an equitable workload across the team.
- Together with the Head of Estates, provide an on-call and regular inspection service during the college's Christmas closure period.

- Manage PPE use to ensure all relevant PPE is provided for all Maintenance Department needs. Ensure PPE stocks are maintained. Ensure Maintenance Staff wear departmental uniforms and that a working supply of these is kept in stock.
- Assist in the planning and preparation for annual health and safety inspections, including ensuring that documentation, risk assessments, method statements and COSHH data sheets are accessible and up-to-date and compliant.
- Manage the use of power tools to ensure they are well maintained, stored correctly and that staff are trained to use them safely and appropriately at all times
- Adhere to the College's Health and Safety Policy and ensure training and knowledge is kept up to date for you and your team. Take reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work.
- Manage Ladder register. Document all College ladders / step ladders with 6-month inspections. Ensure any ladders used by contractors are signed out and signed back in.
- Carry a college radio at all times (switched on) and observe correct radio operating procedure at all times. Ensure all workshop members do the same.
- Undertake first aid at work / emergency first aid at work training and act as Departmental first responder if needed.
- Ensure departmental policies and general safeguarding practices are adhered to in relation to any maintenance call-outs and requests relating to student accommodation. Undertake regular reminders and training of team members in this area.

On-site building and internal projects

- Assist on completion of new builds/refurbishment works, ensure all building facility training is undertaken, handover O&Ms are all in place, liability period defects documented and passed onto relevant persons.
- Liaise with College departments on internal room moves and refurbishment works, planning staffing needs and agreeing timelines and specifications as needed.
- Under the direction of the Head of Estates, oversee the running of internal projects from conception to delivery, assisting with the planning of internal or contract staff, materials, project plans and assessing potential disruptions.

Selection criteria

Below are the criteria that will be used at application and interview stage to assess candidates' suitability for the post.

Essential

Skills, knowledge and experience

- Experience of managing a small team of staff, prioritising and directing their work.
- Experience of running of a maintenance workshop or similar.
- Experience of sourcing and purchasing materials. Ability to measure and estimate materials, maintain stock levels and anticipate stock needs.
- IT skills, use of Excel, Word and Microsoft Outlook (further training available).
- A general understanding of health and safety applicable to building projects and general maintenance including COSHH regulations and signage, risk assessments, manual handling and health & safety signage
- Able to communicate clearly and effectively in English at all levels, both verbally and in writing and explain technical processes to non-technical users

Qualifications, licences, certificates

- Plumbing & heating systems trade qualification, (NVQ 3 or similar) or equivalent proven competence gained through relevant experience in general maintenance work.
- Minimum GCSE or equivalent in Maths and English.
- Hold a current valid driving licence and be able and willing to drive the college vehicle to carry out work duties.

Qualities

- A calm, professional, methodical approach to work with the ability to work accurately and understand detail. Must be able to work well under pressure to meet deadlines, plan and prioritise effectively and be adaptive, responsive, flexible and hands-on as needed.
- Good standard of general physical fitness and mobility: Must be able to use power tool equipment (with training if required), walk up and down stairs without difficulty, carry reasonable loads unassisted and work at heights using ladders, step ladders and tower scaffolds.
- Willing to undergo relevant on the job training in use of equipment and work methods.
- Able and willing to be flexible with working hours to meet the demands of the role, including participating in the Maintenance on call rota. This involves being on call in the evening and at weekends but does not require the post holder to remain on college premises whilst being on call. Together with the Head of Estates, must be able to cover on-call process during College Christmas closure period.

Desirable

- Additional trade qualification or equivalent knowledge gained through experience
- Experience of supervising small building projects and maintenance programmes.
- Experience of working in older buildings, including Grade II listed buildings.
- Experience of working in a college environment or similar institution.
- Familiar with the use of CAD drawings.

Salary, hours and benefits

- Salary in the range 43,013 - £50,837 depending on skills and experience. Salary is inclusive of a £1,000 Somerville weighting (pay review pending). Appointments are normally made at the start of the scale
- 40 hours per week, on-site Monday to Friday 8.00 a.m. to 4.30 p.m. with some flexibility required and the ability to be on-call as part of a rota
- Membership of the Support Staff Pension Scheme
- 38 days annual leave per year, inclusive of bank holidays
- A free meal whilst on duty and opportunities to attend College events
- Subsidised rate for on-site college nursery
- Wide range of discounts and access to university gardens, libraries and museums

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.

Application Procedure

The closing date for completed applications is 12 noon (UK time) on Tuesday 22nd September 2026

Informal enquiries about this post may be directed to the Head of Estates, Steve Johnson (estates.manager@some.ox.ac.uk)

First interviews will take place, in person, in Oxford and are likely to be held in the week of 5th October 2026

1. Applications should be made online at www.some.ox.ac.uk/about/jobs
2. You must submit all elements of your application by the deadline above
 - A covering letter, highlighting your suitability and motivation for the post
 - Your CV with details of your work experience and qualifications
 - The names and contact details (including email address) of two referees. At least one referee must be your current or most recent line manager who has extensive experience of working with you. Please supply each referee with a copy of the further particulars of this post. We will assume we are free to contact your referees at any stage of the process unless you clearly indicate otherwise on your application.

Any queries with regards to references or the application process can be emailed to recruitment@some.ox.ac.uk

Communications:

We will communicate with applicants by email regarding the status and outcome of their application. Please state clearly in your application if email communication is not a convenient method of communicating with you.

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/>

Equal Opportunities

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. 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 favorably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.

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

Please see above for details of how references should be submitted

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 our Occupational Health provider 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. We will advise applicants of the need for any additional checks as appropriate.

26 August 2026