



**Hertford College**  
UNIVERSITY OF OXFORD

## Clerk of Works Further Particulars

Job Title:	Clerk of Works
Department:	Maintenance
Salary:	£50,000 to £56,000 pa (depending upon experience)
Contract Type:	Permanent
Responsible to:	Domestic Bursar
Responsible for:	The Maintenance Team

### The College

Hertford College ("the one with the bridge") is a constituent college of The University of Oxford, and a registered charity. Hertford is now one of the larger Oxford colleges, with roughly 750 students, two-thirds of whom are undergraduates. The main site is in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1818, by the first Hertford College; and then, from 1822 by Magdalen Hall which was re-founded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of 40 fellows, the majority of whom are involved in undergraduate teaching. In addition, 30 lecturers supplement teaching provision, and around 125 members of administrative and domestic staff coordinate and support key activities. Fellows, lecturers, and students are drawn from a range of disciplines across the four Divisions. The Hertford community has over 7,000 alumni members.

This is an exciting time for Hertford College. The Hertford 2030 vision includes ambitious building projects and a continued commitment to access, student support and sustainability. In summer 2024 work commenced on a two year programme to renovate and redevelop the library and a significant part of the historic Old Building Quad. Plans for new graduate accommodation in North Oxford are at an advanced stage. A planning application is being considered to renew and enhance the college sports grounds at Marston. Design work is in hand to improve accessibility across the main college site and develop new facilities in Holywell Quad.

Hertford is known for its progressive social agenda and proactive approach to access. The college is a friendly and open community where staff, fellows, alumni, and students work together for the best interests of current and future students. Hertford was the first college to develop a coherent outreach system in the 1960s and one of the first of the all-male colleges to admit women in 1974. It is proud of its open and progressive history and committed to investment in further initiatives appropriate to the current Oxford and HE contexts.

Further information about the college is available at <http://www.hertford.ox.ac.uk>

# The Clerk of Works Role

Reporting to the Domestic Bursar, the Clerk of Works is the head of the College's Maintenance Department managing all aspects of the maintenance team and overseeing the upkeep and development of the College's property portfolio. The post holder contributes to the formulation and development of the College's continuing estates strategy, supporting the implementation of refurbishment and redevelopment plans across the College's residential and non-residential sites.

The Clerk of Works is responsible for managing pre-planned maintenance, reactive maintenance and fabric repairs, and for ensuring compliance with health & safety, fire and other relevant regulations and legislation. The post holder is the College's lead interface with a range of external consultants, advisers and contractors, and responsible for communicating information internally to stakeholders and colleagues in relation to building plans and works.

In addition to the historic main site in Cattle Street, which comprises three quadrangles and includes the Chapel, Hall and Bridge, the College maintains over 20 residential and non-residential properties throughout the city, with over 500 bedrooms and associated facilities, and a sports ground at Marston.

## The Maintenance Team

The Maintenance Team is responsible for all aspects of the college's facilities and buildings (offices and residential) maintenance. The team currently comprises:

- Supervisor and Electrician
- Plumber
- Painter and Decorator
- General Maintenance
- Electrician
- Carpenter and Joiner
- Gardener
- Groundsman
- Maintenance Clerk

### Main duties and Accountabilities

Responsibilities include (but are not limited to):

- **Future planning**  
Taking responsibility for the College's estate, assessing priorities and providing an overall strategy for repairs and maintenance, with a particular emphasis on preventative works.  
  
Designing and implementing proposals for redecoration, small works, and refurbishment programmes, including furniture and fittings; seeking cost-saving solutions where possible.  
  
Working with the Domestic Bursar and the Bursar on the development of a programme of medium-sized projects; contribution to the formulation of an overarching estates strategy.
- **Project Supervision**  
Liaising with the College's appointed contractors and consultants to ensure current and future major works' projects are carried out in a timely and cost-effective manner.

- **Staff Management**

Leadership and management of the Maintenance Team, organising and planning staff workload in accordance with the needs of the College. Liaising with and supervising contractors when they are on College premises.

Maintaining the College's absence management system (TeamSeer) for holiday leave and sickness absence; ensuring maintenance staff are offered sufficient job-related training; participating in recruitment exercises.

Overseeing the Maintenance Team call-out roster to enable timely and appropriate response to out-of-hours emergencies.

- **Reactive Maintenance**

Supervising the allocation of reported repairs/maintenance requests to the College maintenance team, assigning priority to those jobs.

Undertaking regular site inspections of all College premises. Costing, planning, and overseeing execution of repairs and maintenance, ensuring at all times that no work is undertaken which compromises the special characteristics of the College's architectural heritage.

- **Preventative Maintenance**

Overseeing scheduled inspection and testing programmes (using both in-house staff and external contractors) for services and systems, including boilers, electrical systems and appliances, pumps and drainage, air conditioning and refrigeration, safety equipment, Kitchen and Servery equipment, lifts. Maintaining up-to-date records of all inspection and testing programmes.

- **Record Keeping**

Ensuring upkeep and, where necessary, development of survey plans and drawings of buildings and grounds for various purposes, e.g., Fire Officer drawings, utilities schemes. Responsible with the Domestic Bursar for ensuring compliance with the Universities UK Accommodation Code of Practice (ACOP).

- **Health & Safety and Risk Management**

Working closely with the College's designated Health & Safety Officer (the Domestic Bursar); contributing to meetings concerning Health & Safety, and implementing actions relating to the College's physical premises arising from those meetings.

Being the College's nominated/responsible person for legionella testing, asbestos inspections, and fire regulations.

Assuming particular responsibility for the health and safety of the maintenance team and ensuring legislative compliance, including COSHH and occupational risk assessments.

Working with the Domestic Bursar and the Bursar to develop systems for risk management and contingency planning.

- **Fire Safety**

Ensuring regular inspection of fire-safety equipment, such as fire extinguishers and suppression systems; overseeing a programme of emergency light testing, fire-alarm testing, dry-riser testing, and ensuring that up-to-date records of inspections are maintained.

Updating fire-risk assessments on an annual basis; developing and overseeing implementation of a continuing programme of works regarding fire safety arising from those risk assessments.

- **Sustainability**

Working with the Sustainability Manager to improve the energy efficiency of College properties, reduce utilities' consumption, and cost, and contribute to achieving the College's sustainability goals.

- **Internal & External Liaison**

Ensuring members of the College are informed as appropriate of work being undertaken, and that noise and disruption are kept to a minimum, and/or that works are scheduled for times when impact will be lowest.

Contributing with the Domestic Bursar, College Accountant and Bursar to annual budget-setting for maintenance and capital works; authorising the expenditure and exercising of budgetary and financial control within the limits of the maintenance budget; providing timely and accurate financial information to the College's Bursary, to ensure efficient and secure invoicing and payment collections.

Liaising with external bodies, e.g., Oxfordshire Fire Service, City Council, statutory bodies such as the HSE.

### **Other Duties**

The post-holder may be required to undertake other duties at the direction of the Domestic Bursar.

## **Person Specification**

*Candidates from a range of backgrounds are encouraged to apply for this role. The ability to demonstrate possession of the skills and qualities specified below is more important than experience in a similar role.*

### **Essential**

The post-holder must satisfy the following criteria:

- Educated to degree level or an equivalent professional qualification in a relevant field such as project management, facilities management or building construction.
- Sound understanding of current legislation affecting property, in particular fire, health and safety, compliance and building regulations.
- Proven experience successfully managing pre-planned and reactive property maintenance programmes, renovation, and refurbishment projects.
- Excellent numerical skills and ability to set and manage budgets.
- Ability to achieve value for money with proven experience negotiating contracts, and purchasing equipment, stock and services.
- Proven leadership and team management skills.
- Good listening, verbal and written communication skills (including IT skills).
- An eye for detail and high standards.
- Experience of working with and managing contractors.
- Ability to prioritise, and take the initiative.
- Able to work collaboratively and flexibly across departments in a collegial environment.
- Flexibility (the post-holder will be required to respond to out-of-hours emergency calls).
- Commitment to professional development.
- Full UK driving licence.

## Desirable

The post-holder will ideally possess:

- Experience of working in a listed-building environment.
- Experience of working within an educational environment.
- Other relevant qualifications in construction design and management, working at height, health and safety, and fire safety.

The Clerk of Works is part of the Maintenance Team on call roster and is also expected to be available in the event of a major incident in the college: consequently, applicants living in close proximity or easy access to central Oxford would be highly desirable.

## Terms and Conditions

This is a permanent appointment, available immediately.

The salary will be £50,000 to £56,000 pa, *depending on skills, qualifications and professional experience*. The post is eligible for membership of the USS pension scheme.

The post is full-time, 37.5 hours per week, with ordinary hours being weekdays. The post-holder will need to have a flexible approach to working hours, as there will be particular periods of the year when longer working hours may be necessary (for which time off in lieu will be granted).

The post-holder will be expected to participate in the on-call rota which is 1 in every 7 weeks. An additional on-call allowance of £185 is payable per rota week as well as any call out time which will be paid at the applicable overtime rate.

### Benefits:

**Annual leave:** The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1<sup>st</sup> October to 30<sup>th</sup> September.

Additional holiday days are awarded as longer services awards.

**Employee Benefits Platform:** Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.

**Free Meal:** When on duty, a meal is provided free of charge when the kitchens are open.

**Pension:** The post is eligible for membership of the OSPS Pension Scheme, further details can be found at <https://finance.admin.ox.ac.uk/pensions> (or continuation on the USS Pension Scheme if already a member).

**Health and Welfare Support:** Employee Assistance Programme. Free annual flu jab.

**Travel Pass Loan:** A discounted travel scheme is available with monthly deductions from salary.

**Cycle to Work Scheme / Bike Loan:** Monthly deductions from salary. On site cycle repair service at discounted rates.

**Sports Facilities:** Access to the University Sport club.

**University Card:** for discounts in shops, cafes and restaurants and University Leisure facilities.

Staff benefits are outlined on the HR section of the college website: <https://www.hertford.ox.ac.uk/and-more/vacancies>

The appointment is subject to a probationary period of twelve months. The college may initiate a DBS check during employment. You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

### **Application and Appointment Procedure**

Those wishing to apply for the post should email the following documents to [hr@hertford.ox.ac.uk](mailto:hr@hertford.ox.ac.uk) by **9am on Wednesday 30<sup>th</sup> April 2025**

1. CV (maximum three sides of A4)
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form (available from [www.hertford.ox.ac.uk/about/vacancies](http://www.hertford.ox.ac.uk/about/vacancies)).

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website [www.hertford.ox.ac.uk/about/vacancies](http://www.hertford.ox.ac.uk/about/vacancies)). The information collected on the Equal Opportunities Monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college's equality policy. Completed forms should therefore be sent to [hr@hertford.ox.ac.uk](mailto:hr@hertford.ox.ac.uk) as a separate document, and not contained in the same string as the other application materials.

Interviews will take place in either the 6<sup>th</sup> or 9<sup>th</sup> May 2025. References will only be taken up for the successful candidates.

Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a UK Work visa for this post. EU/EEA & Swiss nationals must have Pre-Settled or Settled Status.

The position may be discussed further with the Domestic Bursar ( [james.hill@hertford.ox.ac.uk](mailto:james.hill@hertford.ox.ac.uk) ).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: <https://www.hertford.ox.ac.uk/privacy>.

**Hertford College is an Equal Opportunities Employer**