



Hertford College
UNIVERSITY OF OXFORD

Painter & Decorator

Further Particulars

Job Title:	Painter & Decorator
Department:	Maintenance
Hours:	37.5 hours per week
Salary:	£30,000 to £35,000 pa
Contract Type:	Permanent
Reports to:	Maintenance Supervisor
Line Managed by:	Clerk of Works

The College

Hertford College ("the one with the bridge") is a constituent college of The University of Oxford, and a registered charity. Hertford is one of the larger Oxford colleges, with roughly 750 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was refounded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty fellows, the majority of whom are involved in undergraduate teaching. In addition, thirty 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 (Humanities, Social Sciences, MPLS, and Medical Sciences). Academic and administrative offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. For over 50 years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

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

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:

- Clerk of Works (Maintenance Manager)
- Team Supervisor
- Plumber
- Painter and Decorator
- General Maintenance
- Electrician
- Carpenter and Joiner
- Gardener
- Groundsman
- Maintenance Administrator

The Painter & Decorator Role

To undertake painting, decorating, and associated finishing works across the College estate to maintain high presentation standards and ensure safe, compliant, and durable finishes throughout College buildings.

Duties

- Prepare and decorate internal and external surfaces including walls, ceilings, doors, woodwork, metalwork, and other surfaces using appropriate materials and techniques.
- Ability to line walls and hang wallpaper where required.
- Carry out routine redecoration, cyclical maintenance painting, and minor surface repair (filling, sanding, staining, varnishing).
- Match and mix paints, stains, and finishes to existing surfaces and heritage colour schemes as directed.
- Erect, use, and dismantle access equipment safely (ladders, towers, etc.) as required for works.
- Assist with minor plaster repairs, making good, and surface preparation in advance of other trades.
- Maintain stock of paints, brushes, rollers, and consumables; report shortages and order requirements through the Maintenance Supervisor.
- Ensure safe use, storage, and disposal of paints, solvents, and other materials in accordance with COSHH regulations.
- Support other members of the Maintenance Team as needed on multi-trade tasks and project work.
- Supervising & assisting external contractors where required.
- Assisting and preparing a decoration schedule including providing expertise on finishes and products to be used.
- Inspection and reporting of faults and maintenance of records
- Drive the College van between sites and collect materials or equipment as required.
- Participate in the College on-call rota, responding to out-of-hours maintenance issues as directed.
- Follow College Health & Safety procedures, report accidents or hazards, and wear College uniform and PPE at all times.

Other Duties

The post-holder may be required to undertake other duties at the direction of the Clerk of Works, and to provide cover for colleagues in the Maintenance Team in the event of absence or the preparation for a large college event.

Person Specification

Candidates from a range of backgrounds are encouraged to apply for this role.

Essential

- Demonstrable experience in painting and decorating in a maintenance or building environment.
- Knowledge of surface preparation, materials, and application techniques.
- Ability to work safely at height and in accordance with Health & Safety legislation.
- Adaptable and self-motivated, able to manage changing priorities and work independently when required.
- Positive attitude, reliable work ethic, and ability to work both independently and as part of a team.
- Effective communication skills and a customer-focused approach.
- Recognised trade qualification (e.g., City & Guilds or NVQ Level 2/3 in Painting & Decorating).
- Physically fit for manual work.

Desirable

The post-holder will ideally possess:

- Experience of working on historic or listed buildings.
- Knowledge of heritage or specialist finishes (limewash, distemper, etc.).
- Basic understanding of other trades to support multi-skilled working.
- Training in Health & Safety risk assessment and COSHH awareness.
- Full clean UK driving licence.

The Painter & Decorator 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 for an immediate start.

These posts are full-time, 37.5 hours per week.

The salary will be £30,000 to £35,000 per annum depending upon experience. Hertford salary uplifts are reviewed annually and applied from 1st April. The post is eligible for membership of the OSPS pension scheme.

The post-holder will be expected to participate in the on-call rota which is 1 in every 6 weeks. An additional on-call allowance of £185 is payable per rota week as well as any mileage and 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 1st October to 30th 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>

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.

Other 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 by **noon on Friday 28th November 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).

Please note that Hertford will not accept AI generated covering letters or application content.

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). 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 as a separate document, and not contained in the same string as the other application materials.

Interviews will take place week commencing 8th December 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 Clerk of Works (tom.whyte@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