

Maintenance Assistant

Job Description

1. **Job title: Maintenance Assistant (6 month fixed-term contract)**
2. **Hours:** 37.5 per week
3. **Salary:** Grade 3 £28,587 per annum inclusive of Oxford University Weighting
4. **Reports to:** Senior Maintenance Assistant
5. **Direct reports:** None
6. **Job summary:** To maintain and keep tidy the college site, having particular responsibility for the operation of and continuous improvement of the recycling programme. To assist in ensuring that all conference/seminar rooms are ready for use to the College's high standards. To carry out simple responsive and cyclical maintenance repairs.
7. **Key relationships:** Other members of the Estates Office, Conference Manager, Head Housekeeper, Accommodation Officer, Gardens and the Lodge.
8. **Background**

St Hugh's College is one of the constituent colleges of the University of Oxford and an independent, self-governing institution as well as a registered charity. Founded in 1886 to provide outstanding educational opportunities for women who were then excluded from the University, St Hugh's has a proud tradition of widening access and academic excellence.

Today, the College is renowned for its friendly, inclusive, and forward-thinking community, and is committed to becoming an outstanding employer within the collegiate University. As one of the largest colleges in Oxford, St Hugh's is home to around 1,000 students and a vibrant academic community, including more than 60 Fellows and over 50 lecturers across a broad range of disciplines. These are supported by approximately 120 non-academic staff who play a vital role in delivering the College's academic, administrative, and operational services.

The College is governed by its Governing Body, comprising the Principal, academic Fellows, and senior officers such as the Senior Tutor and the Bursar. Members of the Governing Body serve as Trustees of the charity and hold ultimate responsibility for the College's governance and strategic direction, with day-to-day management delegated to key officers and committees.



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9. Main Responsibilities

- To promote and use best possible practices to protect the environment, i.e. recycling and managing waste in the correct manner, keeping landfill waste to a minimum.
- To undertake the water hygiene and legionella testing regime (training supplied).
- To cater for the waste requirements of special events.
- To support events outside of the normal working week. Overtime or time off in lieu.
- To carry out room set ups throughout college.
- To carry out the annual set up for the summer school, located within college.
- Removal and replacement of white goods and furniture.
- Distribution of incoming goods around college.
- To provide safe passage around college during inclement weather conditions, ensuring all pathways and stairs/steps are free of ice and other harmful obstacles.
- To respond to and assist in resolving basic maintenance requests and to assist tradespersons where necessary with building repairs. (e.g. blocked toilets, gutter cleaning, drain/gully clearance, changing light bulbs, lock changes, painting and tiling/mastic repairs, basic plumbing and carpentry etc. for which training will be given.
- Assisting tradespersons, gardeners and lodge porters.
- Cyclical cleaning and tidying of college grounds and associated facilities (benches, paths, bike racks, yards and car parking areas.
- To attend (in the absence of the Senior Quads Person) the weekly 'room set up' meeting.
- To attend to other reasonable tasks requested by the Senior Maintenance Assistant or Building Maintenance Manager.
- To attend all suitable training courses as deemed necessary by the Building Maintenance Manager.

You will regularly be required to work additional hours when authorised and as necessitated by the needs of the College, some of which will be at the weekend, for which time off in lieu or overtime will be given

10. Selection criteria

Essential

- Excellent customer service skills.
- Ability to use a range of plant and equipment (leaf blower, pressure washer and maintenance tools etc, training given if necessary.
- As the role is physically demanding the applicant must have the ability to lift and handle large/heavy objects and work at height (use of scaffolding and ladders), for which appropriate training will be provided.



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Desirable

- Experience of building maintenance in a commercial environment.
- Experience in and education setting.
- Experience of waste management and recycling in a commercial environment
- Experience of furniture removal and deliveries in a commercial environment.

Benefits & other information

- Pension

Employment with the College includes membership of either the the Oxford Staff Pension Scheme (OSPS), providing valuable long-term retirement benefits.

- Annual Leave

Generous annual leave entitlement of 30 days per year, plus 8 public holidays (pro rata for part-time staff). This includes 10 days reserved for the Christmas closure period, when the College is closed.

- Meals

Free meals are provided while on duty when the kitchens are open, along with complimentary tea and coffee.

- Health & Wellbeing

The College is committed to supporting staff wellbeing, offering:

Access to an Employee Assistance Programme, including a free and confidential telephone helpline and face-to-face counselling

A free annual flu vaccination

Free eye tests for all staff, with a contribution towards new glasses if your prescription has changed

- Travel Support

Travel Pass Loan Scheme, enabling discounted travel costs through monthly salary deductions

Cycle to Work Scheme/Bike Loan, supporting sustainable travel through salary-sacrifice arrangements

- University of Oxford Staff Benefits



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As a member of staff, you will have access to a wide range of University benefits, including retail discounts and free visitor access to Oxford's colleges, gardens, libraries, museums, and events.

How to Apply

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to recruitment@st-hughs.ox.ac.uk. References will be taken up for the successful candidate.

Closing date: 09:00 Monday 2nd March 2026

Interviews: It is anticipated that interviews will be held in person at St Hugh's as soon as possible after the closing date either on Thursday 5th or Friday 6th March 2026.



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