St Hugh's College
UNIVERSITY OF OXFORD

College Electrician

Job Description

1. **Job title:** College Electrician

2. **Hours:** 37.5 per week

3. **Salary:** Grade 6.8 £43,972.50 per annum inclusive of Oxford University Weighting

4. **Reports to:** Building Maintenance Manager

5. **Direct reports: None**

6. **Job summary:** To carry out electrical repairs, replacements, servicing and new installations to all college buildings, under the direction of the Building Maintenance Manager.

7. **Key relationships:** All members of the Estates department, 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.

The Estates department hold a pivotal role in maintaining the college buildings and services contained within the estate. We take pride in promoting an excellent working relationship with other operational departments in the college and work in a collaborative manner to achieve our goals.

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9. Main Responsibilities

- Day to day electrical repairs, including lamp replacement.
- Planned replacement of electrical installations.
- New electrical installations, providing test certificates and certification to confirm installations comply with the IEE Wiring Regulations (BS7671).
- Emergency light testing to BS5266.
- Weekly testing of fire alarm system via call points to check audibility and the correct operation of fire doors connected to the system, ensure accurate test records are maintained.
- Repair and adapt fire alarm system in close liaison with the college's specialist service contractor.
- Carry out portable appliance and periodic inspections of the fixed electrical installations in accordance with current legislation.
- Installation of I.T. telephone and security cabling.
- Carry out repairs and maintain all other engineering services.
- Ensure all work is carried out in accordance with the college's Health & Safety documentation, risk assessments, IEE regulations, the electricity at work act and all other relevant legislation.
- Place orders for materials and maintain and manage stock levels.
- Ensure that all electrical equipment used by the Estates team are in a safe condition.
- Report all defects or potentially dangerous installations, equipment and complete necessary repairs.
- Provide cover for other maintenance staff during holidays, sickness and peaks in workload.
- Attend to all other reasonable tasks as requested by the Building Maintenance Manager.
- Attend all relevant training courses, to keep up to date with new developments and statutory regulations to ensure compliance with the latest electrical qualifications.
- To attend all relevant health and safety training courses.

The duties and responsibilities set out in this position are indicative of the standards required by the trade qualifications associated with the role. They are however, subject to change and you will be required from time to time to undertake other duties as directed by the Building Maintenance Manager.

10. Selection criteria

Essential

- An ability to identify and meet the needs of both internal and external customers in order to deliver the highest quality service.

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- Must have obtained an NVQ level 3 in electrical installation work or equivalent.
- Qualified to C&G standard (18th ed.) or equivalent.
- A significant level of recent experience working in and an electrical maintenance environment.
- A good working knowledge of Health & Safety requirements.
- An ability to communicate effectively with college members at all levels of seniority.
- Excellent communication skills (oral and written) enabling work with colleagues as a team on a consistent long-term basis.
- A positive and helpful attitude towards workload and colleagues.
- An ability to work independently and in a small team.
- The postholder will be required to occasionally work out of hours and at weekend and provide emergency cover for out of hours incidents. This will be paid as overtime.
- The college is committed to safeguarding and promoting the welfare of all people at risk and requires all staff to demonstrate this commitment in every aspect of their work.

Desirable

- Experience of NICEIC documentation including condition reports.
- Qualified to C&G 2391/2394/5 (inspection and testing).
- Experience of installation, testing and inspection of renewable technologies.
- Pervious relevant experience in an education setting.

Benefits & other information

- Pension

Employment with the College includes membership of either the Universities Superannuation Scheme (USS) providing valuable long-term retirement benefits.

- Annual Leave

Generous annual leave entitlement of 32 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:



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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

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: midday on Monday 30th November 2026.

Interviews: Week commencing 7th December 2026.

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