



University of Oxford

St Edmund Hall

Job Description – Further Particulars Warden (East Oxford)

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 450 undergraduate and 250 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13th Century, making it one of the oldest education institutions now within the University of Oxford.

Our first-year students are accommodated on the main Queen's Lane site. Just a 10-minute walk away, across Magdalen Bridge on Iffley Road, is the Tamesis Building, which houses approximately 45 of our students. From July to September, the Tamesis is open to paying guests, offering rooms with ensuite facilities.

Additionally, the William R Miller Building (WRM), located in Dawson Street, East Oxford, is home to 55 students and is also close to the main Queen's Lane site.

Our newest property, opened in April 2026, is the 127 en-suite study room accommodation at Norham Gardens, located in leafy North Oxford, which is around a 25-minute walk from the main Queen's Lane site, across University Parks. The site comprises three new buildings constructed to Passivhaus standard, offering modern, energy-efficient living for our students.

During University vacation periods, the College hosts residential conferences, summer schools, weddings and day and evening meetings across all sites, generating a significant revenue stream. During these times, the College operates a hotel style service.

2. About the Post

Under the general direction of the Deputy Estates Manager, the Warden is responsible for the day-to-day management of the Tamesis and WRM properties, together with a small number of houses in East Oxford, ensuring that the buildings and rooms are properly maintained and provide the highest possible standard of service to residents.

The Warden has direct line management responsibility for the General Maintenance Assistant and acts as the first point of contact for the Housekeeping Manager and the Scouts (cleaners). The Accommodation Manager retains overall responsibility for the housekeeping team, but the Warden is expected to monitor day to day operations and respond to any enquiries.

During the summer months, rooms at the Tamesis and WRM are let as guest accommodation to visitors to the city. During this period the Warden will also be the on-site key contact for any casual reception staff, who report directly to the Lodge Manager. This business provides the College with an important income stream, and the Warden will play an active role in supporting the effective management and smooth operation of this commercial function.

3. Reporting to:

The Deputy Estates Manager. The Estates Manager has overall responsibility for the Estates Department.

4. Location

The Warden will primarily be based at the Tamesis and William R Miller Buildings in East Oxford but there will also be a requirement to attend meetings and work at the main College site in Queen's Lane and occasional working at the College's other properties in Norham Gardens, and other rental accommodation in Oxford.

5. Job Description

Maintenance Work

1. To ensure that the day-to-day maintenance of the properties is carried out to a high standard in a timely and professional manner.
2. To allocate, prioritise, oversee, and check maintenance tasks undertaken by the General Maintenance Assistant and to ensure the efficient use of tools, equipment and consumables using the Help Desk.
3. To liaise with contractors and to oversee their work at the Tamesis and WRM buildings and the East Oxford houses.
4. To manage the General Maintenance Assistant.

Project Work

To be the first port of call for project work being undertaken at the East Oxford properties including hosting site visits for contractors, architects, and consultants as appropriate.

Housekeeping

Daily supervision of the housekeeping staff for the East Oxford properties rests with the Accommodation Manager although the Warden is expected to liaise with the Housekeeping Manager and their team on a daily basis.

Health and Safety

1. Oversee health and safety matters throughout the properties and report any concerns to the Deputy Estates Manager.
2. To ensure that the College's Health and Safety policies are complied with, and risk assessments are raised where necessary and kept up to date using the College's health and safety consultant's online reporting system. To liaise regularly with the Deputy Estates Manager regarding any issues that arise from health and safety reports or functions.
3. To ensure personal and protective equipment (PPE) is issued and used correctly.
4. To oversee the security systems which include the fire and intruder alarms, CCTV and controlled entry systems.
5. Supervision of termly fire drills and carry out weekly testing of the fire alarms.

Purchasing

1. To purchase, in consultation with the Deputy Estates Manager, sufficient goods, materials and tools to ensure that the function of the properties can be carried out including cleaning materials, furniture, furnishings and consumables in liaison with the Housekeeping Manager and Accommodation Manager as necessary.

Monitoring & Communication

1. Recording and monitoring of all services and utilities and to make regular assessment of usage.
2. To respond promptly and appropriately to questions or concerns from students.
3. To liaise and communicate with the College Lodge, Bursary staff, Estates Team, Accommodation Manager, Conference Manager and Decanal (welfare) Staff regarding any matters relating to the properties.
4. To take part in the 24-hour call-out rota for emergencies (normally one full week approximately every six to seven weeks). This involves being on-call in the evening and weekends but does not require the post holder to remain on college premises whilst being on-call. During the on-call period, travel time should be no more than two hours from the College.
5. In liaison with the Deputy Estates Manager, Accommodation Manager and Housekeeping Manager, review and plan refurbishment work in student areas including bedrooms, bathrooms, and kitchens.

Commercial Business

During the summer vacation period, the Tamesis and WRM properties operate as guest accommodation for visitors to the city, providing an important commercial income stream for the College. The Warden will support the day-to-day operation of this business, helping to ensure that accommodation is presented to a high standard and that guests receive an efficient and professional service throughout their stay.

The Warden will work closely with the Conference team, Lodge Manager, Housekeeping team, and other relevant departments to assist with the smooth running of the operation, responding to day-to-day issues as they arise and acting as the on-site contact for casual reception staff employed during this time.

The appointee will also be expected to carry out such other duties as the College may from time-to-time request, commensurate with the grade and responsibilities of the post. The above provides an indication of the nature of the role and is not intended to be exhaustive. As the needs of the College change, the job profile and duties of the role will be adjusted accordingly.

6. Selection criteria/Person specification

Requirements	Essential and desirable criteria	
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Education/qualifications		
Good general level of education.	√	
Formal qualification (City and Guilds or BTEC) in a recognised building trade i.e., plumbing, carpentry, electrical.		√
Experience		
Experience of facilities management.	√	
Experience of dealing with general maintenance issues.	√	
Previous experience in a supervisory role.	√	
Previous experience or knowledge of managing a small customer facing business.		√
Previous experience of working for an educational establishment or comparable setting.		√
Skills, knowledge, and abilities		
Excellent people skills with the ability to encourage and motivate and be able to deal sensitively with people from a wide variety of backgrounds.	√	
Confident communication, with the ability to deal appropriately with relevant stakeholders (students, work colleagues and contractors).	√	
Good IT skills appropriate to a Windows-based office and the preparedness to learn new applications as required.	√	
Strong organisational skills, with an ability to work to multiple deadlines and to prioritise workloads ensuring areas are left safe, clean, and tidy.	√	
Have a focused and methodical approach to project work and experience of dealing with multiple contractors.	√	
An up-to-date knowledge of the Health and Safety at Work Act and COSHH.	√	
Hold or be prepared to gain a First Aid qualification.	√	
The ability to remain calm and able to think clearly in an emergency.	√	
Have a flexible and innovative attitude to work, be trustworthy and able to work as a member of a team and independently.	√	
A good level of numeracy, literacy, and budgeting skills.	√	
Have a 'hands on' approach and willingness to take on new responsibilities and training opportunities.	√	
Experience of using power equipment, working at heights and confined spaces, using ladders and tower scaffolding.	√	
Hold a full driving licence and be willing to drive the College vehicle to carry out work duties.	√	

7. Terms and Conditions

Appointment:	This is a full-time post working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side.
Salary:	The salary reflects the St Edmund Hall Salary Scale at Grade 5 (£30,783 - £36,122). Automatic incremental progression takes place on 1 August for support staff provided they have been in post for at least three months prior to the incremental date. Staff should receive an annual increment within their scale and thereafter annually until they reach the maximum point of the service scale for the grade of their post. In addition, the pay scales are uplifted annually in line with cost-of-living allowances.
Call-Out:	Call-Out Rota: Approximately one week in every seven, 7 or 8 times per year (Monday to Sunday evening) for which an additional payment of £305.24 is paid per week of call-out. There is no requirement to remain on college premises but ideally the appointee should be able to travel to work within 45 minutes whilst on-call and should be no more than 2 hours away.
Hours of Work:	Normal hours of work will be 40 hours per week, usually 08:00 to 17:00 with a one-hour lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional paid holidays are given during the Christmas break when the College is closed. Where public holidays fall in term time, the Warden may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Deputy Estates Manager.
Meals:	Lunch is provided free of charge in the Hall (Queen's Lane) whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post holder will be automatically enrolled in the University of Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

8. Application Process

There is no separate application form. Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees.
2. A current CV.
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk by **GMT 09:00 on Thursday, 28 May 2026**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to take place in Oxford on Thursday, 4 June 2026.

Informal enquiries should be directed by email to: stephen.lloyd@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff be offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applications are particularly welcomed from women and minority ethnic candidates who are under-represented in these roles.

Recruitment Monitoring

Please also consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites of buildings belonging to St Edmund Hall.*