



JOB DESCRIPTION

Temporary Works Supervisor – Retrofit and Refurbishment Project (Fixed Term)

Department	Works
Salary	£37,694 - £46,049 per annum, depending on qualifications and experience. Grade 7 of the University Salary Scale In addition, Wadham College also pays full-time staff a further £1,730 Oxford Weighting per annum which will also be pro rata for part time
Hours	37.5 hours per week, Monday to Friday Normally the working times will be 07:30-12:00 and 13:00-16:00
Contract type	Fixed term contract – immediate start up to 18 December 2026
Reporting to	Estates Manager
Contact	Staff and contractors
Additional information	Annual leave entitlement will be circa 10 days depending on start and finish dates, plus bank/public holidays. Due to operational requirements, you may be required to work on any of the bank holidays or weekends, for which time off in lieu will be provided. Parking and accommodation are not available. The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme. Further details on staff benefits can be found on the back page.
Start date	Immediate
Standards	 We are a certified Oxford Living Wage employer  INVESTOR IN PEOPLE

Wadham College

Wadham is one of the largest of the colleges of the University of Oxford, with approximately 450 undergraduates, 250 postgraduates, around 70 Fellows and approximately 120 support staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010.

Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be a Living Wage employer since April 2015 and has been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. The current Warden is Robert Hannigan (Classics, 1983) who came to Wadham in September 2021.

Further information about Wadham College can be found at www.wadham.ox.ac.uk

Project Overview

The project comprises the in-house sustainable retrofit and refurbishment of 20 bedrooms and office space within Library Court, located above the library on the College's main site on Parks Road, Oxford. Library Court forms the upper levels of a renowned 1970s building of architectural significance, and the works must therefore balance practical upgrades, improved comfort and energy performance with careful respect for the building's character and existing fabric. The scope includes replacement of the deteriorated roof membrane, installation of solar panels for renewable energy generation, enhanced insulation, fossil-free heating and hot water systems, replacement of single glazing with high-performance thermal glazing, upgrades to existing double glazing, improvements to fire alarm and IT systems, installation of new en-suite facilities, and redecoration and recarpeting throughout. The project commenced in early July 2026 and is programmed for completion in January 2027.

Role Purpose

The Site Supervisor will work closely with, and provide day-to-day support to, the Estates Manager in coordinating and supervising the in-house retrofit and refurbishment project. The postholder will help manage site activity across multiple work areas, ensuring that trades, operatives and specialist contractors are organised effectively and that works are delivered safely, efficiently and to the required quality standard. The role will involve monitoring progress against the agreed programme, helping to identify and resolve practical issues on site, and ensuring that health and safety requirements, site rules, risk assessments and method statements are followed at all times.

The postholder will also support the project's high sustainability objectives, including careful use of materials, protection of retained fabric, waste reduction and the successful delivery of energy efficiency improvements. As the works are being undertaken within an architecturally significant building and an operational College environment, the role will require a practical, proactive and considerate approach, with close attention to communication, coordination, quality control and minimising disruption to College operations.

This is an excellent opportunity to play a key role in the safe and successful delivery of an exemplar low-energy retrofit and refurbishment project, working as part of an experienced, supportive and friendly project team. The role will suit someone who combines strong practical construction knowledge with good organisational skills, sound judgement, attention to detail and a collaborative approach to working with College staff, consultants, contractors and building users.

This is a full-time position for a fixed period until the near to the end of the project.

Responsibilities and duties

1. Assist the Estate Manager with the daily planning, coordination and supervision of refurbishment and retrofit works across 20 bedrooms and office spaces.

2. Organise and oversee external operatives, trades and specialist subcontractors, ensuring that labour, materials, tools and equipment are available when required.
3. Assist the sequencing of works, including strip-out, preparation, roof repairs, en-suite installation, insulation upgrades, replacement glazing, making good, finishing works and snagging.
4. Read and interpret drawings, specifications, schedules of works and manufacturer guidance, raising queries promptly where information is unclear or incomplete.
5. Monitor progress against the project programme and report issues, delays, risks or resource constraints to the Estate Manager at an early stage.
6. Carry out regular site checks to confirm that work is being completed to the required safety, quality and sustainable standards.
7. Support the implementation of sustainable construction practices, including carefully material use, waste segregation, protection of retained fabric and avoidance of unnecessary work.
8. Help coordinate deliveries, storage, access routes and work areas to maintain a safe, tidy and efficient site.
9. Ensure that work operatives and subcontractors follow relevant risk assessments, method statements, permits, site rules and health and safety procedures.
10. Assist with site inductions, daily briefings, toolbox talks, ensuring that workers understand site constraints and rules, programme priorities and safety requirements.
11. Maintain accurate site records, including daily progress notes, Construction Health and Safety File, worker attendance, delivery records, photographs, snagging lists and any variations or issues requiring follow-up.
12. Develop and maintain excellent relationships with internal departments, consultants and contractors as required, helping to minimise disruption and maintain good communication.
13. Identify problems on site and propose timely solutions for review by the Estate Manager.
14. Deputise for the Estates Manager as the lead on the project on occasions.
15. Support handover, snagging and defect resolution to ensure rooms and offices are completed to the agreed standard for occupation.
16. Undertake any other duties that are appropriate to the role and its level of responsibility.

PERSON SPECIFICATION AND SELECTION CRITERIA

Essential

1. Site Management Safety Training Scheme (SMSTS) or Site Supervisors Safety Training Scheme (SSSTS) qualification.
2. Temporary Works Supervisor qualification.
3. A trade background in carpentry, general building, plumbing, decorating, maintenance or related discipline
4. Proven experience as a Site Supervisor or experienced tradesperson supervising multi-trade refurbishment works.

5. Good practical knowledge of building refurbishment, fabric upgrades, minor structural works, internal finishes, plumbing and general construction sequencing.
6. Good understanding of health and safety requirements on construction sites, including RAMS, site inductions, toolbox talks, safe systems of works and accident reporting.
7. Ability to coordinate multiple trades, manage priorities and keep works moving while maintaining quality and safety.
8. Strong communication skills with the ability to liaise clearly and professionally with staff, contractors, consultants and building users.
9. Good attention to detail and a practical approach to quality control, problem solving and snagging.
10. A track record of being a proactive team player and having a flexible approach to team working.
11. Good IT skills (MS Office applications) for maintaining records, photographs, e-mails, schedules and progress updates.
12. Awareness of sustainable retrofit principles, including energy efficiency, insulation, thermal bridging, waste reduction and protection of existing building fabric.
13. A proactive and flexible approach to problem solving.
14. First Aid at Work or Emergency First Aid at Work qualification.

Desirable

1. Previous experience working in a College, University or similarly complex operational environment.

APPLICATION PROCESS

Applications are particularly welcome from candidates with protected characteristics.

Applicants are asked to complete an application form, including the contact details of two individuals willing to act as referees:

1. The first referee should be the applicant's current or most recent a former line manager, Head of Department or someone with supervisory responsibilities
2. The second referee should ideally be a former line manager, Head of Department or someone with supervisory responsibilities from a different establishment than the first referee.

Applicants should ensure that they outline the reasons for their interest on the application form and the qualities they feel would make them particularly suitable for this position. Applicants will be judged on their completed application form and how they meet the selection criteria outlined above.

Please can you complete an equal opportunities survey form which can be found online at: <https://app.onlinesurveys.jisc.ac.uk/s/oxford/equality-diversity-monitoring-form-25-26-duplicate>. If you would prefer a printed copy, then please contact the HR Department at vacancies@wadham.ox.ac.uk or on 01865 277900.

Applications welcome immediately and the post will close when the vacancy is filled. Shortlisted applicants will be notified thereafter for interview and all applicants will receive a response as soon as possible (usually within three weeks). Applications should be sent to: vacancies@wadham.ox.ac.uk or alternatively the HR Department at Wadham College, Parks Road, Oxford, OX1 3PN.

Special Arrangements

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

Data Protection

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: [GDPR Framework \(ox.ac.uk\)](#) This includes a copy of the Privacy Notice for Job Applicants.

Wadham College Equality Statement

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

Sustainability at Wadham College

Wadham is working on an ambitious programme of improvements to sustain our environment for future generations. We feel a duty to carry out our activities in an environmentally responsible manner. We are committed to being part of the University's efforts to improve environmental sustainability, locally and globally. Find out more and read Wadham's [Sustainability Strategy](#)

Values Statement

Wadham has a cherished tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This inclusiveness, underpinned by mutual respect and consideration, enriches us all.

BENEFITS OF WORKING AT WADHAM COLLEGE

Training and Development Opportunities	Further details can be found at: https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0
Free Staff Meals	If you work longer than a 6-hour shift then you are normally entitled to one meal on duty free of charge at the main College site (Parks Road) if the kitchen is open and operational. It is up to the Head of Department whether this is breakfast, lunch or an evening meal. Please be aware that there is no cash equivalent or allowance for meals missed or when the kitchen is closed.
Employee Assistance Programme (EAP)	An EAP is a confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Corporate Discounts (through the University of Oxford)	Below is an example of the discounts available (this list is not exhaustive) • 10% discount in some University shops • Free entry to Oxford colleges and libraries which charge for admission • Discounted computer software from the University Computing Service • Free access to the University Botanical Gardens • Discounted membership of the Iffley Road gym and swimming pool
Pension	The University offers generous occupational pension schemes for eligible staff members. Opportunity to join the Oxford Staff Pension Scheme (OSPS). Details are available online at: https://finance.admin.ox.ac.uk/osps Current pension contributions are: • 19% Employer (Wadham): • 4%,6% or 8% Employee: General information about university pensions can be found at: https://finance.admin.ox.ac.uk/pensions
Staff Entertainment	The College arranges social events including charity raffles, coffee mornings, cake sales, quiz nights, and staff Christmas party.
Access to Wadham Gardens and Leisure Facilities	Staff may use the gardens at Wadham, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym.
Discounted Guest Rooms	Staff may on occasion book a room at Wadham College, subject to availability. Staff are entitled to receive a discount on accommodation during our College vacation periods, subject to terms and conditions.

