



JOB DESCRIPTION AND SELECTION CRITERIA

Facilities Assistant Apprentice

Department	Works Department
Salary	£27,747.20 per annum (Oxford Living Wage)
Hours	Full-time hours will be 40 hours per week averaged over the year: Normally Monday to Friday including one day release to attend college/online training
Contract type	18 month fixed term contract
Reporting to	Estates Manager and Maintenance Operations Manager
Contact	Maintenance Operations Manager, Estates Manager, Residential Operations Manager (DW site), Merifield Manager, Sustainability Director, Works Department, Housekeeping Department, Students, Staff, Fellows, visitors and guests.
Additional information	<p>Annual leave entitlement will be 30 days, including five days over the Christmas period, 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.</p> <p>Parking and accommodation is not available. The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme.</p> <p>Further details on staff benefits can be found on the back page</p>
Start date	As soon as possible
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, 170 postgraduates, around 70 Fellows and over 100 staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010. It has an annual turnover of some £10M and reserves in excess of £100M.

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 an Oxford Living Wage employer since June 2022. The College 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. From 1 September 2021 Robert Hannigan (Classics, 1983) became the new Warden and was Director of GCHQ, the UK's largest intelligence and cyber security agency from 2014-2017.

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

General Overview

This apprenticeship provides an opportunity to gain hands-on experience across a wide range of facilities, maintenance/projects and sustainability activities within Wadham College.

The Facilities Assistant Apprentice will support the Works team in maintaining College buildings, collecting, and managing energy and compliance data, helping to deliver projects, and ensuring the College operates safely and sustainably.

The role combines practical experience with formal training towards an Apprenticeship qualification in Facilities Services

You will combine on the job learning with external, training so that you can develop the skills needed to progress into a Facilities role, depending upon how your training and development progresses. The post-holder will work as part of a busy Works team and be expected to provide additional support during colleagues' absence.

Responsibilities and duties

As an apprentice into this role there is no presumption of previous relevant experience in facilities and therefore all duties listed are detailed as what you will work towards and achieve, during the course of your apprenticeship.

1. Maintenance Support

- Assist the Maintenance Operations Manager in daily coordination of maintenance and repair tasks.
- Assist in the logging of maintenance jobs.
- Support College trades staff and contractors by providing materials, access, and site information.
- Observe and learn basic maintenance techniques and procedures.
- Maintain existing Eyesense equipment in Rooms and Install new equipment
- Carry out a programme of room maintenance inspections.
- Carry out minor maintenance tasks or work with Trades under supervision.

2. Project Support

- Support the Estates Manager in small works and refurbishment projects.
- Attend site meetings and learn about project planning and delivery.
- Help gather information, photos, and progress data for project records.
- Assist in ensuring that works are carried out safely and efficiently.
- Carry out minor works in support of Projects.

3. Sustainability and Energy Data

- Collect energy, water, and waste data from college buildings.

- Record and upload readings from **Eyesense**, **ELComponent**, and other monitoring equipment.
- Maintain energy and carbon tracking spreadsheets.
- Support the Works and Sustainability team in sustainability projects such as reducing waste, energy saving initiatives, and biodiversity improvements.

4. Compliance and Health & Safety

- Learn about statutory compliance (fire safety, legionella, gas safety, electrical testing, etc.).
- Assist with fire alarm and emergency lighting tests.
- Record safety checks and certificates in college databases.
- Participate in safety walks and report hazards.
- Carry out contractor safety briefs and Inductions when required.
- Understand and follow safe working practices at all times.

5. Data and Administration

- Enter data accurately into spreadsheets and compliance trackers.
- Maintain organised digital and paper records.
- Support production of reports and charts for meetings.
- Learn to use systems such as SharePoint, Excel, and College databases.

6. Communication and Team Support

- Work closely with the Maintenance Operations Manager, Estates Manager, Works Team and the Director of Sustainability.
- Liaise politely with college staff, students, and contractors.
- Be observant around site and report any issues that need attention.
- Support smooth coordination of Works activities across the College (including DWB and Merifield).

Training and Development

- The apprenticeship will include formal off-the-job training with a recognised training provider.
- Full training in all College compliance, safety, and sustainability systems will be provided.
- Opportunity to develop towards a Facilities Coordinator or Assistant Estates Officer role.
- To undertake any job-related training requested by the College and to actively engage with the vocational training run by **[insert training provider]**
- To follow the instructions of training provider tutors and successfully follow the Apprenticeship Learner Agreement.

SELECTION CRITERIA

Essential

1. Successfully submitted an apprenticeship application to **TSP Learn** and to have passed all pre-course enrolment assessments.
2. Interest in buildings, maintenance, or sustainability.
3. Reliable, punctual, and proactive attitude.
4. Good communication skills and attention to detail.
5. A willingness to learn, and commitment to develop by undertaking training suitable to the post.
6. Ability to understand and implement H&S information with respect to safe practice.
7. First Aid and Fire Warden trained, or be willing to complete the relevant training.
8. Ability to work on own initiative and as part of a team.
9. Ability to follow and carry out management instructions.
10. Committed to delivering a high level of customer service.
11. Good time management skills and ability to work to strict deadlines.
12. An understanding of the importance of data protection and GDPR and ability to follow policies and procedures in relation to this.
13. To maintain college confidentiality at all times
14. To maintain development by undertaking training suitable to the post.
15. To problem solve using initiative within bounds of competency.
16. Ability to carry out the requirements of the role.
17. A flexible attitude towards scheduling and duties.
18. To be presentable and maintain dress and department standards.
19. Good IT skills and experience using IT software

Desirable

1. Some practical or technical experience (paid, voluntary, or personal).
2. Awareness of building safety or sustainability.
3. GCSEs (or equivalent) in English, Maths, and Science.
4. Enthusiasm for learning how buildings operate.

APPLICATION PROCESS

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 277969.

The deadline for receipt of applications is **12 noon on 19 December 2025**. 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: jobvacancies@wadham.ox.ac.uk or alternatively the HR Manager at Wadham College, Parks Road, Oxford, OX1 3PN.

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: <http://www.wadham.ox.ac.uk/governance/wadham-college-gdpr-framework>. 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.

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) <ul style="list-style-type: none"> • 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
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.
Staff Entertainment	The College arranges social events including charity raffles, coffee mornings, cake sales, quiz nights, staff Christmas party and children's Christmas party.
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 General information about university pensions can be found at: https://finance.admin.ox.ac.uk/pensions
Travel	The College offers travel schemes and public transport travel discounts to staff. Full details are available from the College.

Nurseries and childcare	The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare Due to the high demand for nursery places there is a long waiting list, although Wadham offers a limited number of places on a sponsored priority scheme to help reduce the waiting time.
Private Medical Insurance	The Oxford Colleges' Healthcare Scheme is available to eligible staff and further details are available from the College. Members of staff are expected to contribute to the scheme.
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.