WOLFSON
COLLEGE

HOME BURSAR

CANDIDATE PACK
SUMMER 2026

INTRODUCTION

Wolfson College is a distinctive graduate college within the University of Oxford, known for its international outlook, collaborative culture and commitment to excellence. Founded in 1966, the College provides an outstanding environment for study, research and professional life, underpinned by a strong sense of community and a reputation for innovation, including becoming the first Oxford college to achieve net zero carbon.

Wolfson College is seeking an exceptional Home Bursar to provide strategic and operational leadership across the College's estate and operational services. As a key member of the senior management team, the Home Bursar will be responsible for the management and development of the College's estate, grounds, accommodation, housekeeping and lodge services.

Reporting to the Bursar and working closely with the President, Fellows, staff and students, the Home Bursar will combine strategic and operational leadership, balancing long-term planning with the day-to-day management of a busy and complex estate. The postholder will play a central role in ensuring the College continues to provide an outstanding environment in which to live, work and study.

The successful candidate will be an experienced and credible leader with a strong track record of managing estates and operational services within a complex organisation. They will bring sound judgement, strategic insight and excellent leadership skills, together with the ability to build effective relationships across a wide range of stakeholders.

Join us and help shape the future of one of Oxford's most forward-looking colleges. We were the first College in Oxford to achieve complete decarbonisation, achieving it in in just 2 years across our entire estate. Current and future projects include: the completion of the current Garden Building construction, a 50 bedroom building that will come online for the academic year 27/28; internal and external renovation of our dining hall and its iconic step-leaded pyramid roof; and a broad project to reduce reliance on the electric grid.

ABOUT US

Founded in 1966, Wolfson College is one of the University of Oxford's largest and most international graduate colleges. Home to a diverse community of fellows, students, researchers and professional staff from across the world, we are recognised for our open, inclusive and collaborative culture. Since our foundation, we have been committed to creating a welcoming environment where talented people can excel, contribute and belong.

Our beautiful campus, situated on the banks of the River Cherwell in North Oxford, combines Grade II listed buildings with extensive parkland, providing an exceptional setting in which to work, study and live.

Working at Wolfson means joining a friendly and supportive community where everyone's contribution is valued. We are proud of our egalitarian ethos and encourage collaboration, continuous learning and professional development across all areas of the College. Whether supporting our academic mission, delivering outstanding services or helping to shape the future of the College, our staff play a vital role in sustaining an environment where people and ideas can flourish.

THE ROLE

Post title:	Home Bursar
Reporting to:	Bursar
Liaises with:	President, Heads of Departments, Fellows students and staff
Direct reports:	Estates Manager, Home Bursary Administrative Assistant, Head Gardener, Lodge Manager, Accommodation Manager

OVERVIEW OF THE ROLE

The Home Bursar is a senior position that is responsible for the management, development and operations of the College's estates and facilities, including Health and Safety, legislative compliance, and delivery of maintenance, refurbishment and new works projects. The role has oversight of key operational departments, such as estates, gardening, housekeeping and the Lodge. The role requires excellent strategic planning, project management, and operational management skills; it is as much a hands-on role as it is a leadership and planning role. The Home Bursar works closely with the President and Bursar, as well as the wider College community, including other staff, fellows and students, in ensuring the smooth day-to-day running of the College. The role therefore requires maturity, flexibility, excellent communication and interpersonal skills, and the energy to lead by example. The successful candidate will be a hard-working high achiever, who thrives on being empowered and enjoys adding value every day.

MAIN PURPOSE OF JOB

Management of estates and facilities, including the health & safety lead and legislative compliance, delivery of maintenance and new works projects, and oversight of Estates, Gardening, Housekeeping and Lodge teams. Requires a combination of strategic planning, and project and operational management.

MAIN TASKS OF JOB

Strategy, Planning and Professional Guidance

- Develop and implement the College's Estate Strategy, in liaison with the Bursar.
- Identify, plan and deliver major estate developments, including long term estate planning.
- Lead day-to-day operations, estates and facilities functions.
- The Home Bursar is the College Designated Premises Supervisor, Fire Officer, Alcohol Licence Holder and Lead Safety Officer.

Management of Staff

- Line manage and lead the professional development of the estates and facilities teams ensuring the required skills are in place to support the daily demands of the College.
- Establish and maintain strong relationships with all internal and external stakeholders.

Health and Safety Compliance

- Ensure that the College complies with all current health and safety legislation and best practice as it relates to buildings and premises including, but not limited to, asbestos risk management, fire detection, firefighting equipment, working at height management, PAT testing, COSHH and legionella risk management.
- Oversee site security and line manage the Lodge Manager ensuring all security policies, procedures, processes and equipment are fully functioning.
- Ensure that health and safety processes are in place for staff, as per the College Health & Safety Policy.
- Organise and lead external health and safety reviews of the College and ensure that recommendations are acted upon as required.
- Ensure compliance with fire safety regulations as they relate to buildings and premises, contributing to the development

of policies and procedures, facilitate the fire risk assessment visit, respond to actions required under the College's external fire risk assessment.
- Act as site incident lead co-ordinator ('control') in the event of a fire or incident.
- Arrange periodic fire marshal training for College staff and contribute to fire awareness induction for new staff.
- Set the agenda and contribute to the College's Health and Safety Sub-Committee, providing expertise on estate management and processes.

Management of Accommodation Functions

- Working with the Accommodation Manager, ensure that the use of rooms is managed effectively, balancing academic, residential and commercial needs in addition to assessing and analysing the College's future room needs as part of its overall strategy.
- Review annually licensing terms and pricing, proposing changes as required.
- Supervise and support the Accommodation Manager in allocating rooms to students and to conferences.
- Ensure compliance with compulsory, as well as adopted, regulatory standards.

Capital Development Programmes/ Projects

- Establish and review the College's site development priorities and stock condition plan.
- Assist and advise the Bursar with the delivery of the estates capital construction programme within agreed financial budgets and programme schedules. This includes scrutiny of designs, feedback to design teams, ensuring minimal disruption to College life during construction phases and overseeing contractors to ensure site procedures are followed especially in relation to health and safety and CDM requirements.
- Assist the Bursar in the selection and appointment of consultants and contractors to deliver capital projects.
- Select, appoint and manage planning, design and building consultants and project manage individual developments to time and budget.
- Plan major development programmes, advising on matters of logistics, buildability, proposed programme and impact to existing College plant and building stock.
- Oversee contractors during the build phase ensuring that site procedures are followed including health and safety and CDM requirements.

Financial Management

- Prepare the annual premises budget for review and in accordance with the 10-year estate condition register.
- Plan, manage and monitor the annual maintenance budget.
- Review and tender service contracts as required.

Construction Works

- Lead the Estates Manager through the design and delivery of the annual works programme to time and within budget.
- Complete feasibility studies for potential projects.

- Manage the undertaking of tendering processes for all agreed projects.
- Ensure all work complies with relevant H&S CDM legislation, regulations and industry best practice.
- Ensure projects are completed to time and budget and take corrective action where necessary.

Sustainability

- Play a key role in creating and driving sustainability initiatives.
- Developing and implementing strategies to reduce the College's carbon footprint, managing energy efficiency and waste reduction programs, and promoting sustainable practices across all domestic operations. The role involves collaborating with staff, students, and external partners to embed sustainability into daily activities, as well as reporting on progress toward key environmental targets.
- Ensure that procurement policies within the estates and facilities team prioritise environmentally responsible suppliers and practices.

Accommodation Code of Practice (ACOP) Compliance

- Monitor compliance with ACOP guidelines on the standards of student accommodation and manage the improvement of any shortfalls.
- Ensure that all policies and documentation required for compliance with ACOP are kept up to date and are readily available in the event of an audit or student query.

Physical & Working Environment

- Mostly office based but must be physically able to climb ladders, carry heavy objects, bend and stretch as required, and hold a UK driving licence.
- Occasional working outdoors in hot and cold weather.

Generic Responsibilities

- Responsibilities carried by all Staff in the College to comply with the contract of employment.
- Follow and advise on the College's Safeguarding policies.
- Play a full part in the life of the College community to support its mission and ethos and to encourage staff and students to follow this example.
- Maintain up to date professional knowledge and development.
- To ensure that all personal, sensitive and confidential information and documentation to which the post holder has access and for which he/she has responsibility is safeguarded and updated in line with the requirements of the General Data Protection Regulation (GDPR) and the College's Data Protection Policy, and to ensure that such information is not disclosed to any unauthorised person.
- Any other work as reasonably requested by the Bursar and/or President to ensure the smooth running of the College.

PERSON SPECIFICATION

Qualifications

Essential

- A qualification in Health and Safety Management and Associate membership of IOSH or another relevant qualification.
- A qualification in and/or extensive knowledge of building maintenance and refurbishment.
- Good standard of general education (at least A-levels or equivalent).

Desirable

- A Degree, HND or HNC in a building related discipline.
- A qualification or degree in management
- NEBOSH.

Knowledge and Experience

Essential

- Extensive experience in leading Estates and Facilities functions in an organization, both on strategic and operational levels.
- In-depth working knowledge of Health and Safety Regulations, Policies and Procedures.
- Working knowledge of Fire Safety Regulations and Risk Assessments.
- An understanding of building construction and maintenance.
- Solid experience of project management at scale.
- Solid experience in leading a diverse team of staff and practical knowledge of the relevant laws and regulations.
- Good awareness of the requirements of the Data Protection regulations.

Desirable

- Previous experience in building construction and maintenance.
- Experience in ensuring Health and Safety compliance.
- Experience working in higher education.

Skills

Essential

- Excellent communication skills with the ability to communicate professionally, sensitively and effectively at all levels and across all College departments.
- Strong organisational skills including the use of IT where appropriate and an ability to prioritise effectively.
- Strong people management skills.
- Ability to quickly establish excellent working relationships at different levels.
- Ability to juggle multiple tasks and work to deadlines in a calm and systematic manner.
- Ability to provide strategic acumen in sourcing and managing contractors and thinking innovatively about delivering projects and programmes of work.

Personal qualities

Essential

- Confident, personable and approachable.
- Dependable and willing to work unsocial hours if required, able to come to College in a reasonably short time to attend to emergencies.
- A proven leader taking responsibility for and pride in excellent service provision.
- Understanding of and commitment to working in an international, multicultural and egalitarian environment.

TERMS AND CONDITIONS

Appointment: The post is full-time and permanent with 3 months' probation. We would like the new appointee to start as soon as reasonably possible, given notice periods. February 2027 or sooner would be ideal.

Hours: Working hours are 40 hours per week, excluding time taken for lunch, and such hours as are required for the proper performance of the duties. The hours of work will normally be during office hours from Monday to Friday, but may vary according to the peaks and troughs of College activity and there will be some weekend working and extra hours to enable the post holder to deal with contractors, emergencies and College events. Time off in lieu may be given in these instances at the discretion of the College.

Annual Leave Entitlement: 39 days pa including Bank Holidays for full time positions. The holiday year runs from 1 October to 30 September.

Salary and Benefits: Total remuneration for the 40 hours' week will be £80,000 per annum, which includes a guaranteed salary of £74,149, the Oxford Weighting of £1,730, and a Staff Travel Allowance of £1,535. There is also a food allowance up to £2,586 to be used to buy meals in the hall.

Benefits include an attractive pension scheme (USS), potential access to the College's Joint Equity House Purchase Scheme, free lunch within allowance when on duty, free parking.

Notice period: 1 week during probation, 3 months thereafter.

Other conditions: The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.

Equality of opportunity: The Equal Opportunities policy of the College requires that all staff are 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.

HOW TO APPLY

Applications, which should be in the form of a CV and cover letter, should be sent to **wolfsonox@minervasearch.com** no later than **12 October 2026**.

Interviews will take place on 19 November 2026.

MINERVA

WOLFSON
COLLEGE