



## Accommodation Manager

Maternity Cover – 12 months

**£46-48k per annum**

**We are seeking an experienced Accommodation Manager for a 12-month fixed-term contract. The successful applicant will lead a small team to deliver a high-quality, customer-focused service for students, staff, and stakeholders.**

The postholder will be responsible for the delivery of all of Keble's accommodation services. This includes oversight of accommodation for Fellows and students across Parks Road and the HB Allen Centre (HBAC); EMBA and MMPM students; and all commercial group, B&B, and guest/alumni bookings.

The successful candidate will be confident engaging with and presenting to a range of University, College, and external stakeholders, and possess strong management skills.

### **Essential skills and experience include:**

- Proven experience working as an Accommodation Manager within an Oxford College or a university-based establishment
- Significant, hands-on experience managing accommodation allocations at scale
- Management of large volumes of data across an organisation, plus interrogation of data to inform decision-making and service improvements
- Strong people management and leadership experience
- Knowledge of current landlord and tenancy legislation, guidance, and best practice, including of the Renters' Rights Act
- Strong financial awareness, with the ability to manage budgets and resources

Please see the separate documents for a full job description and person specification.

### **How to apply:**

Please send your CV (maximum two sides of A4) to [hrofficer@keble.ox.ac.uk](mailto:hrofficer@keble.ox.ac.uk), together with a covering letter explaining how your skills and experience match the requirements of this vacancy.

**Closing date: midnight on Sunday 1 February 2026**

Interviews are expected to take place the w/c 9 February