



Wheatley Park School

Everyone Learning - Everyone Caring
11-18 Academy and member of the River Learning Trust
1146 on roll including 218 Sixth Form

Residential Facilities Supervisor

Required from June 2026

Grade 6 £26824 to £29065

37 hours per week as follows:

1.30pm - 9pm (Monday and Wednesday)

12pm - 7.30pm (Tuesday, Thursday, Friday)

plus 2 weekend hours

Wheatley Park School is at an exciting stage in its development. We have made strides, enjoyed some successes and we are ambitious to build on them. We are a busy, friendly and supportive community. We are proud of our students and keen to keep helping them to achieve high standards.

We are seeking to appoint a conscientious and capable individual to take on the role of our on-site Residential Facilities Supervisor. This role includes the opportunity to rent our onsite 3 bedroom accommodation and includes providing general caretaking support to the School, involving the overall security of the Site. The ideal candidate should possess good DIY skills, a full driving licence, have a flexible disposition, deliver excellent customer service and be able to work within a small team or on their own initiative.

This is an important post within the school providing essential support to both students and staff. The successful applicant will have excellent interpersonal and practical skills.

DENEKE COTTAGE

For a suitable candidate we expect to offer accommodation in the three bedroomed bungalow, Deneke Cottage, located on our school site. The rent payable is £750pcm (utility bills and council tax (SODC) not included) and a sample tenancy agreement is available on request.

We will offer you the chance to be part of a strong and developing school community working in a supporting environment. We are renowned for placing a high value on staff wellbeing and professional development at all levels.

Situated just east of Oxford in a unique parkland site, Wheatley Park School is a flourishing 11- 18 academy with a vibrant comprehensive intake.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.
OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.
OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

If you would like to know more, or arrange a visit, please contact Mrs Skye Wigley (HR Manager) on 01865 872441 or by email to swigley@wheatleypark.org. Full details can be found on our website [here](#). Applications for this post can only be accepted via the MyNewTerm website [here](#). To find out more about the River Learning Trust, please visit www.riverlearningtrust.org.

Closing date and time: 9am Wednesday 15th April 2026

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. **An offer may be made to an exceptional candidate in this instance.**

Provisional Interview date: To be confirmed

The River Learning Trust and Wheatley Park School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Our staff are expected to maintain high standards of ethics and behaviour, within and outside school, by not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Wheatley Park School, Holton, Oxford, OX33 1QH

Tel: 01865 872441

www.wheatleypark.org



Wheatley Park School

Everyone Learning - Everyone Caring

RESIDENTIAL FACILITIES SUPERVISOR JOB DESCRIPTION

Post Title:	PREMISES - RESIDENTIAL FACILITIES SUPERVISOR
Hours:	37 Shift Pattern: Monday and Wednesday 1:30pm-9pm Tuesday, Thursday and Friday 12pm-7:30pm plus 2 weekend hours (½ hour lunch break included)
Weeks per year	52
Holidays	25 days per year (below 5 years of service) plus Bank Holidays
Main Duties	<p>Under the instruction/guidance of the Premises Manager - be responsible for maintenance, security and facilities management services on the school site and premises in accordance with Health and Safety requirements. Be responsible for the maintenance of a clean and hygienic school exterior and interior. Be responsible for the setting up and breaking down of school events, locking and unlocking of all buildings and liaising with lettings hirers.</p> <p>Security</p> <ul style="list-style-type: none">● Lock/unlock school buildings and areas● Provide access to the school site hirers for weekend lettings● Undertake regular security checks and identify security risks● Monitor fire safety equipment and carry out fire drills● Operate and respond to alarm systems where appropriate● Liaise with police, security and surveillance contractors● Provide emergency access to the school site● Answer any alarm call outs when the school is closed <p>Maintenance</p> <ul style="list-style-type: none">● Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per the school specific schedule● Undertake the weekly water, electricity and gas meter readings● Organise and carry out a minor decoration programme (e.g painting) as agreed with the Premises Manager● Organise and carry out minor improvement and repair work e.g. erecting shelves, notice boards, bookshelves. as agreed with the Premises Manager● Take responsibility for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions● Operate and maintain heating plant and lighting systems● Undertake regular site inspections● Identify defects and record repair and maintenance requirements

- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking
- Undertake specialist and general cleaning tasks and assist with any shortfall of cleaning due to absence
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Liaise with contractors
- Provide training for cleaning staff

Resources

- Be responsible for maintaining records, information and data, producing reports as required.
- Create and maintain a purposeful, orderly and productive working environment
- Undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils staff & visitors at all times
- Drive the school minibus when required

Organisation/Supervisory

- Co-ordinate the school cleaning (in house)
- Assist the Premises Manager to create an ongoing list of refurbishment needs
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assist the Lettings Administrator & Premises Manager in the management, administration and operation of school lettings
- Direct/supervise cleaning staff and ensure cleaning is in accordance with school specifications
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Operations & Premises Manager

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Weekly/ Monthly fire, emergency light and water checks
- Attend and participate in regular meetings
- Compliance of the school's Health & Safety monitoring system (Safesmart)
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times
- Undertake premises duties promoting the ethos of the school by giving a professional and courteous service to all staff.

This job description outlines only the minimum expectations of the post-holder and should not limit any member of staff from taking on additional responsibilities and tasks which could positively affect their own, their teams, or the school's development and improvement. The Headteacher may make additional, reasonable requests of colleagues in order to ensure the effective and efficient operation of the school.

All staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Responsible to:

Premises Manager, Operations Manager, Headteacher

Salary Level:	Grade 6
Additional Duties:	To play a full part in the life of the school to support its ethos and development <ul style="list-style-type: none">• To comply with all school policies and procedures• To comply with statutory training requirements• To comply with any reasonable request which is consistent with the post
Safeguarding	Wheatley Park School and The River Learning Trust are committed to safeguarding and promoting the welfare of children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptance references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

March 2026



Wheatley Park School

Everyone Learning - Everyone Caring

Facilities Supervisor

Selection Criteria

Selection Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> DIY skills 	<ul style="list-style-type: none"> Experience of caretaking or premises management, building cleaning or building management Use of industrial/specialised cleaning equipment
Qualifications/ Training	<ul style="list-style-type: none"> Good communication skills Good numeracy/literacy skills A full and clean driving licence 	<ul style="list-style-type: none"> A minibus driving qualification First Aid Training
Knowledge/ Skills	<ul style="list-style-type: none"> Able to work on own initiative, planning and carrying out tasks required, with an eye for detail Familiar with basic Health and Safety guidelines and to take the initiative in ensuring the safety of all onsite on a daily basis. Able to work to deadlines and targets Able to set priorities and manage progress of own work and competing demands Able to liaise with the general public Good understanding and ability to use relevant technology e.g. photocopier Use of relevant equipment/resources Confident in imparting knowledge and guidance to pupils, staff and parents Developing excellent and constructive relationships with staff, contractors and visitors Ability to demonstrate an understanding of school protocols and policies and the need for compliance Flexible and ability to adapt to change. Resilience and a sense of humour. Ability to identify own training & development needs Participate in development and training opportunities 	<ul style="list-style-type: none"> Ability to carry out general repairs

Personal Attributes	<ul style="list-style-type: none"> ● Reliable and highly trustworthy ● Possess enthusiasm and be self-motivated ● Flexibility ● Be able to work well alongside others ● Able to undertake key holding responsibilities and be able to respond to emergencies during evenings, weekends, etc. ● Be physically fit, ie. able to bend, lift, carry, etc. ● Resilience and stamina ● A sense of humour ● Have excellent references 	<ul style="list-style-type: none"> ● Be able to deal with members of the public
Other	<ul style="list-style-type: none"> ● All Training and Support in the role will be provided ● A positive attitude to all aspects of Equal Opportunities ● Able to project a positive image for the school, promoting the school's vision and ethos 	<ul style="list-style-type: none"> ● Understanding of Child Protection and Safeguarding issues

March 2026