



Wheatley Park School

Everyone Learning - Everyone Caring

11-18 Academy and member of the River Learning Trust

1146 on roll including 218 Sixth Form

STUDENT SERVICES ADMINISTRATOR (First Aid)

Required as soon as possible

27.5 hours per week - part time/job share applications will be considered

Term time only (38 weeks)

Salary: Grade 6 Pro rata £16716 - £18113 (Full time equivalent £26824 - £29065)

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 an enthusiastic and hard working administrator to take responsibility for the day-to-day first aid and medical requirements in the School and work as part of our Student Services Administration Team with an attendance focused role. You must have good and confident customer service skills and ideally have a first aid qualification or background, although all necessary training will be provided.

This is an important post within the school providing essential support to both students and staff which contributes to wellbeing alongside raising of standards across the school. The successful applicant will have excellent interpersonal and administrative skills and be highly organised with the ability to respond quickly and efficiently in a fast paced environment. You will be confident in your abilities to liaise with students and to gather necessary information and materials.

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 Friday 5th June 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



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Student Services Administrator

JOB DESCRIPTION

Post Title:	Student Services Administrator (First Aid)
Hours:	27.5 hours to be worked over 5 days 09:00 - 15:00 (inc 30 minute unpaid lunch break)
Weeks per year	38 weeks (190 days) Term time only + the first INSET day of the academic year.
Main Duties:	<p>Undertake administrative duties promoting the ethos of the school by giving a professional and courteous service to all student related enquiries.</p> <p>Student Services</p> <ul style="list-style-type: none">● To act as the key identified first aider in school for students and staff. (Other support and teaching staff will also maintain relevant first aid qualifications).● To take charge of first aid incidents and deal with them appropriately, liaising with parents and staff as necessary.● To maintain statutory first aid, student and staff injury/illness records.● To set up and maintain records of students where we hold permission for epipens and inhalers to be used in an emergency.● To maintain stocks of first aid supplies and the medical cabinets both in Student reception and across the schools, ordering replacement items where necessary.● Maintain a log of staff in the School who are first aid qualified, the level of qualification (whether Epipen and defibrillator trained) and the dates for renewal, organise requalification courses.● Ensure all accidents are logged onto Safesmart for signing off by the Operations Manager.● To support educational visits by liaising with the trip leader and preparing the necessary first aid items for those students attending the visits.● To undertake relevant first aid training.● To coordinate all arrangements to support students with on-going medical conditions and administer medication where required and where the relevant authority has been given.● To liaise with parents/carers about medical issues and first aid incidents involving their children.● To update student files in relation to medical concerns, including: all correspondence, consent forms, reports and other information.● To assist the school nurse in arranging immunisations.● To assist a SLT member with organisation of student photographs including liaising with the photographer.● To organise files for leavers in Year 11 either by transferring to Sixth Form or placing in archives.● To assist students with lost property queries.

- To support Student Reception enquiries and visitors.
- To support the day-to-day pastoral care of identified students and operational issues such as missing uniform, timetables and equipment etc.
- To support attendance, entering late marks, music lessons etc.
- To support, when required, aspects of Attendance Management, including; inputting registers, running regular attendance reports, telephoning/texting on the first day of unexplained absences, contacting parents regarding absences and liaising with staff regarding long term absence.
- To monitor stationery stocks within Student Services and order supplies where necessary (including items for sale to the students).
- To have an awareness of other roles within student services, being able to cover those roles in the case of absence.

General

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. student data
- Undertake typing, word-processing and other IT based tasks
- Undertake administrative procedures
- Operate relevant equipment/ICT packages (e.g. Google Apps, word, excel, spreadsheets, Internet)
- Operate office equipment e.g. photocopier, computer
- Provide general advice and guidance to staff, students and visitors.
- Support other parts of the Administration Team as required including reception cover.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, 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
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other Duties

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: Student Services Manager, Deputy Headteacher, Headteacher

Salary Level: Grade 6

Additional Duties: To play a full part in the life of the school to support its ethos and development

- To comply with all school policies and procedures
- 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.



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Student Services Administrator

Selection Criteria

	Essential	Desirable
Experience	<ul style="list-style-type: none"> Working with children and families General clerical/administrative work appropriate to the post 	<ul style="list-style-type: none"> Previous experience of using Bromcom Previous experience of working in a school office Previous experience of carrying out First Aid
Qualifications/ Training	<ul style="list-style-type: none"> NVQ 2 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills 	<ul style="list-style-type: none"> First Aid Training Mental Health First Aid Training
Knowledge/ Skills	<ul style="list-style-type: none"> Good understanding and ability to use relevant technology e.g. photocopier Effective use of ICT packages including familiarity with MS Office Use of relevant equipment/resources Good keyboard skills Confident in imparting knowledge and guidance to pupils, staff and parents Developing excellent and constructive relationships with students, staff and visitors Work constructively on your own and as part of a team, understanding school roles & responsibilities and your own position within these Excellent Personal organisation and co-ordination and the ability to produce work to tight deadlines with minimal supervision An ability to take responsibility, be proactive in your work and seek solutions to issues as they arise Ability to demonstrate an understanding of school protocols and policies and the need for compliance Attention to detail 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"> Working knowledge of Bromcom Familiarity with Google Apps (Google Docs, sheets etc.) Appropriate knowledge of first aid is desirable. Knowledge of relevant policies/codes of practice & awareness of relevant legislation Understanding of Child Protection and Safeguarding issues

Other

- 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

April 2022