



Wheatley Park School

Everyone Learning - Everyone Caring

11-18 Academy and member of the River Learning Trust

1151 on roll including 219 Sixth Form

Casual Lettings Assistant

Required as soon as possible

Casual zero hour contract

Salary: Grade 2 £14.18 per hour including holiday pay

As a Lettings Assistant, you'll be the friendly face of Wheatley Park School during evenings, weekends, and school holidays. You'll play a vital role in ensuring our playing fields, assembly hall, and classrooms are perfectly set up for everything from bustling sports clubs to engaging holiday programs. This isn't just a job; it's a chance to be at the heart of our community, supporting diverse activities and ensuring everyone has a fantastic experience.

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 Monday 5th January 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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Lettings Assistant

JOB DESCRIPTION

Post Title:	Lettings Assistant - Casual Support Staff
Hours:	0hr contract
Weeks per year	52
Job Purpose:	The Lettings Assistant acts as the point of contact for organisations hiring the facilities/buildings of the school outside of usual school hours and provides security, general site and housekeeping support as required.
Main Duties:	<ul style="list-style-type: none"> Act as the face of the school, providing excellent customer service and communicating event information to the Premises Manager Open and close assigned school(s) in the evenings and weekends and on some occasions remain onsite throughout customer bookings as a keyholder Set up and clear away tables, chairs, and other furniture for events (training provided) Perform light cleaning and tidying duties before/after bookings, replenishing supplies like soap and towels as needed Carry out checks and ensure compliance with health and safety regulations (COSHH), reporting hazards promptly Undertake minor repairs and maintenance tasks that don't require a qualified craftsman Operate systems like heating, cooling, lighting, security (CCTV, alarms) Receive deliveries to the school site Proven ability to provide exceptional customer service Flexibility, organisation, and a timely approach to work to ensure smooth event operations Willingness to provide feedback on what's working well and areas for improvement Able to be the eyes and ears on the ground, with feedback acted upon
Responsible to:	Premises Manager; Operations Manager; Headteacher; Governing Body
Salary Level:	Grade 2
General responsibilities as part of the Trust	<ul style="list-style-type: none"> Providing high quality support as part of a committed and flexible team; At all times act in accordance with agreed local and national policies and procedures; Contribute to the overall ethos/work/aims of the River Learning Trust; 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; Carry out other duties as required from time to time by line manager; Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be 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.
Knowledge/Skills :	<ul style="list-style-type: none"> Great customer services skills and willingness to step outside of the box Some DIY skills would be advantageous Knowledge of sound/projector systems would be advantageous
Additional Duties:	<ul style="list-style-type: none"> Litter picking of the site prior to events

	<ul style="list-style-type: none"> • Marshalling of car park for larger events • Coordination of agency staff if required for larger events
Safeguarding	<p>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.</p>

September 2025



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Lettings Assistant Selection Criteria

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">• Good basic education• Basic knowledge of using technology	
Experience		<ul style="list-style-type: none">• Previous caretaking or security experience
Skills	<ul style="list-style-type: none">• Excellent communication skills to link with other stakeholders and the wider community• To be able to manage own workload• Good telephone manner• Excellent time management	
Attitudes and Values	<ul style="list-style-type: none">• A deep commitment to the school values of Everyone Learning and Everyone Caring• An ethic of continually striving for personal and organisational excellence• A commitment to team working and willingness to sacrifice the achievement of personal goals for the achievement of collective ones	
Other qualities and attributes	<ul style="list-style-type: none">• Honesty and integrity• Reliability• Loyalty and trustworthiness• Flexibility and adaptability• Grit, determination and resilience• Eternal optimism and positivity• Humour and a sense of perspective• Creativity, innovation and a willingness to take risks• Self-awareness• Common-sense and good judgement• Compassion	