



# Wheatley Park School

Everyone Learning - Everyone Caring

11-18 Academy and member of the River Learning Trust

1146 on roll including 218 Sixth Form

## CARETAKER

**Required as soon as possible**

**Temporary until 31st August 2026**

**Full time 37 hours per week**

**Shift work: Please refer to job description**

**Salary: Grade 5 £25584 - £26403**

Wheatley Park is at an exciting stage in its development. We have made strides, enjoyed recent successes and we are ambitious to build on them. We are a busy, friendly and supportive community.

We are seeking to appoint an enthusiastic and hardworking caretaker to work as part of our Site Team. We are looking for a colleague who has good people skills and is committed to team working in order to achieve the best level of support for the staff and students in the school community. Our site team is proactive, and trained to do a wide variety of maintenance support within the school, as well as decoration and repair projects during the holidays & evenings. It is important that there is a willingness to participate fully in all aspects of the role, as well as participate in health and safety training and testing.

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](mailto: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](http://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](http://www.wheatleypark.org)



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## CARETAKER

### JOB DESCRIPTION

Post Title:	Caretaker
Hours:	37 Shift pattern: Monday and Tuesday 6:30am-2:30pm Wednesday 1:30pm-9pm Thursday and Friday 11am-7pm (½ hour lunch break included)  Occasional weekend work is available
Weeks per year	52
Holidays	25 days per year (below 5 years of service) plus Bank Holidays
Main Duties:	<p>To undertake general caretaking duties and specific refurbishment and repairs in order to continuously improve the school environment. (According to training and experience)</p> <p><b>Key responsibilities</b></p> <ul style="list-style-type: none"><li>• Day to day bin clearance/toilet PPE checks</li><li>• Deliveries across the site</li><li>• Assisting the team with the priority maintenance of the site and associated jobs</li><li>• Carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per the school specific schedule</li><li>• Undertake cleaning duties such as graffiti removal, litter-picking</li><li>• Undertake specialist and general cleaning tasks and assist with any shortfall of cleaning due to absence</li></ul> <p>It is assumed that all members of the site team will have access to the following information;</p> <ul style="list-style-type: none"><li>• All site team members will have the information and training to operate the Fire and security alarms, and Boiler systems across the school.</li><li>• All caretakers will have access to keys for all areas of the site.</li><li>• All site team members will have access to maps showing the position of all service meters etc across the site.</li><li>• All site team members will have access to a list of crucial service providers and appropriate telephone numbers.</li><li>• All site team members will be made aware of and have key contact information with Cleaning arrangements for the school.</li><li>• All site team members will maintain the confidence of the Leadership group, and the security arrangements for the school.</li></ul> <p>It is assumed that all caretakers should be able to undertake the following tasks as and when required by the Operations and Premises Managers on a day to day basis;</p> <ul style="list-style-type: none"><li>• To follow the Operations and Premises Managers instructions in relation to immediate/emergency needs e.g. flooding of toilets, student sickness, wet weather procedures.</li><li>• To undertake specific responsibilities ( Fire Marshall) when the Fire/Emergency Alarms and evacuation procedures are operated.</li><li>• Periodically test fire bells as required.</li><li>• General Site Maintenance &amp; decoration</li></ul>

- Report to the Premises or Operations Manager any maintenance jobs which they can see need attending to around the school.
- Furniture removal/setting up and taking down for assemblies, school events.
- Litter and bin clearance as required.
- Sign for and check deliveries as requested .
- Wash school vehicles as required.
- Drive school mini buses on school business as negotiated.
- Undertake decoration and minor refurbishment and repair as required by the Operations and Premises Managers

**Other duties and accountabilities:**

- Be aware and comply with policies and procedures relating to Safeguarding, health and safety, security, confidentiality and data protection. Reporting any concerns to an appropriate person.
- Be aware and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the school and the wider Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning and development as required.

**General responsibilities as part of the Trust**

- To support teaching and learning by 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.

**Responsible to:** Premises Manager, Operations Manager, Headteacher

**Salary Level:** Grade 5

**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 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.



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## Caretaker Selection Criteria

	Essential	Desirable
Qualifications/ Training/ Knowledge	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Good communication skills</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• DIY skills</li> </ul>	Experience of caretaking or premises management, building cleaning or building management Use of cleaning equipment
Aptitudes and Skills	<ul style="list-style-type: none"> <li>• Able to work on own initiative, planning and carrying out tasks required, with an eye for detail</li> <li>• Familiar with basic Health and Safety guidelines and to take the initiative in ensuring the safety of all onsite on a daily basis.</li> <li>• Able to work to deadlines and targets</li> <li>• Able to set priorities and manage progress of own work and competing demands</li> <li>• Able to liaise with the general public</li> </ul>	Able to carry out general repairs
Personal Attributes	<ul style="list-style-type: none"> <li>• Reliable and highly trustworthy</li> <li>• Possess enthusiasm and be self-motivated</li> <li>• Flexibility</li> <li>• Be able to work well alongside others</li> </ul>	Able to deal with members of the public
Circumstances	<ul style="list-style-type: none"> <li>• Able to undertake key holding responsibilities and be able to respond to emergencies during evenings, weekends, etc.</li> <li>• Be physically fit, ie. able to bend, lift, carry, etc.</li> <li>• Has excellent references</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>• Understands and demonstrates willingness to promote positively equal opportunities outlined in School Policy</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• To be prepared to undertake further training if necessary</li> <li>• Resilience and stamina</li> <li>• A sense of humour</li> </ul>	Understanding of Child Protection and Safeguarding issues