



# 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

**Required as soon as possible**

33.75 hours per week

Term time only (38 weeks)

Salary: Grade 6 Pro rata £20515 - £22229 (Full time equivalent £26824 - £29065)

Are you the friendly face and organised mind our students need?

We are looking for a professional, courteous, and highly organised Student Services Administrator to join our team. In this role, you aren't just "doing paperwork"—you are directly supporting the well-being and daily success of our students.

From managing the logistics of school uniform and lockers to celebrating student success with our weekly "Hot Chocolate with the Headteacher," you will be at the very center of school life.

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 Monday 13th 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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## Student Services Administrator

### JOB DESCRIPTION

<b>Post Title:</b>	<b>Student Services Administrator</b>
<b>Hours:</b>	33.75 hours per week to be worked over 5 days 08:15 - 15:30
<b>Weeks per year</b>	38 Term time only + the first INSET day of the academic year.
<b>Main Duties:</b>	<p>Undertake administrative duties promoting the ethos of the school by giving a professional and courteous service to all student related enquiries.</p> <p><b>Student Services</b></p> <ul style="list-style-type: none"><li>• To support the administration of engagement of students, including behaviour, detentions and exclusions (both fixed term and internal) and providing relevant data. Also to liaise with staff and parents as required.</li><li>• To support the process of requests for senior support (bleep) including providing relevant data as required.</li><li>• To identify and invite qualifying students to the weekly 'Hot Chocolate' mornings with the Headteacher.</li><li>• To administer the sale, distribution, enquiries, loaning and stock taking relating to school uniform.</li><li>• To administer a system for dealing with lost property .</li><li>• To administer the sale of secondhand uniform for PTA, stock take and add items to MCAS as and when required.</li><li>• To deal with Student Reception enquiries and visitors.</li><li>• To support the day-to-day pastoral care of identified students and operational issues such as missing uniform, equipment, timetables etc.</li><li>• To administer the issue of letters and forms to parents using the MCAS system.</li><li>• To administer the process of confiscated mobile phones, take in, log and email parents.</li><li>• To administer the process of school lockers</li><li>• To organise students for school tours</li></ul> <p><b>General</b></p> <ul style="list-style-type: none"><li>• Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence</li><li>• Maintain manual and computerised records/management information systems</li><li>• Produce lists/information/data as required e.g. student data</li><li>• Undertake typing, word-processing and other IT based tasks</li><li>• Undertake administrative procedures</li><li>• Operate relevant equipment/ICT packages (e.g. Google Apps, word, excel, spreadsheets, Internet)</li><li>• Operate office equipment e.g. photocopier, computer</li><li>• Provide general advice and guidance to staff, students and visitors.</li><li>• Support other parts of the Administration Team as required.</li></ul> <p><b>RESPONSIBILITIES</b></p> <ul style="list-style-type: none"><li>• 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</li><li>• Be aware of and support difference and ensure equal opportunities for all</li></ul>

- 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**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In a case, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by N.J.C. Conditions of Service, section three, para 35)

<b>Responsible to:</b>	Student Services Manager, Deputy Headteacher, Headteacher
<b>Salary Level:</b>	Grade 6
<b>Additional Duties:</b>	To play a full part in the life of the school to support its ethos and development <ul style="list-style-type: none"> <li>• To comply with all school policies and procedures</li> <li>• To comply with any reasonable request which is consistent with the post</li> </ul>
<b>Safeguarding</b>	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.

February 2026



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## Student Services Administrator Selection Criteria

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent qualification or experience in relevant discipline</li> <li>• Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General clerical/administrative work appropriate to the post</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of using Bromcom</li> <li>• Previous experience of working in a school office</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Good understanding and ability to use relevant technology e.g. photocopier</li> <li>• Effective use of ICT packages including familiarity with Google Apps</li> <li>• Use of relevant equipment/resources</li> <li>• Good keyboard skills</li> <li>• Developing excellent and constructive relationships with students, staff and visitors</li> <li>• Work constructively on your own and as part of a team, understanding school roles &amp; responsibilities and your own position within these</li> <li>• Excellent Personal organisation and co-ordination and the ability to produce work to tight deadlines with minimal supervision</li> <li>• An ability to take responsibility, be proactive in your work and seek solutions to issues as they arise.</li> <li>• Attention to detail</li> <li>• Flexible and ability to adapt to change.</li> <li>• Resilience and a sense of humour.</li> <li>• Ability to identify own training &amp; development needs</li> <li>• Participate in development and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Bromcom</li> <li>• Familiarity with Google Apps (Google Docs, sheets etc.)</li> <li>• Appropriate knowledge of first aid is desirable.</li> <li>• Knowledge of relevant policies/codes of practice &amp; awareness of relevant legislation</li> <li>• Understanding of Child Protection and Safeguarding issues</li> </ul>
<b>Other qualities and attributes</b>	<ul style="list-style-type: none"> <li>• Training and Support in the role will be provided</li> <li>• A positive attitude to all aspects of Equal Opportunities</li> <li>• Able to project a positive image for the school</li> </ul>	