

Candidate Pack  
for  
**Estates Supervisor**



**WYCHWOOD**

SCHOOL • OXFORD

## About Wychwood

Wychwood School is a co-educational day and boarding school for pupils aged 11-18 set in the heart of Oxford. It is an academically strong and pastorally outstanding day and boarding school. Wychwood encourages every pupil to be ambitious, aspirational and creative. Challenging and supporting each and every pupil to find creative ways to solve problems, explore and develop their curiosity and providing the opportunity to experience a wide range of activities.

We have a wonderful family atmosphere and spirit where every single member of staff is valued and considered an essential part of our combined aim: to achieve academic excellence through creativity of thought by providing education of the highest quality in a well-rounded and happy environment.

Wychwood focuses on innovation, collaboration, creativity, and leadership to deliver added value to all its pupils, striving to inspire the great minds of tomorrow. The entrepreneurial spirit is cultivated in every pupil as pupils are encouraged to question, innovate, and create, paving the way for breakthrough ideas and game-changing solutions. Wychwood educates for life; for the real, modern, and contemporary life, whilst fostering a love for lifelong learning.

## Welcome from the Head

I joined Wychwood in September 2022 and have had the pleasure of working with an incredibly talented, dedicated staff and committed Board of Directors to shape the vision of the school. I am looking forward to being able to implement the future strategy which will have a positive impact on our young people, our staff and the wider community.

Wychwood is one big family which celebrates individuality and nurtures potential for each pupil to make their mark in the world. As you walk onto our site there is a sense of kindness, dynamism and positivity which pervades the classrooms, the boarding areas and every corner of the school. What underpins these qualities is the respect and care which can be seen between staff and pupils as well as within the pupil body itself.

We are more than just a school: we are a close knit friendly community with a big vision and we hope you take the time to look at our website to discover more about us.



Mrs Jane Evans  
Head



# Estates Supervisor

## Job Description

### Nature of the Post:

The Estates Supervisor is responsible for a wide range of duties, relating to the smooth running of the school estate and its maintenance as an attractive, safe and professional learning environment.

This is a full-time post (52 weeks per annum) with 30 days paid holiday (pro rata), to be taken during school holidays. It may be necessary to work on bank holidays if the school is in session. This will be paid at the normal rate. Occasional weekend working will be required by arrangement with the Director of Operations. Occasional overtime will be required for which time off in lieu or extra pay will be given. If a bank holiday is a working day for the school, then a day may be taken in lieu by arrangement with the other facilities staff so that the school continues to run effectively.

### Working Hours

- 10.00 - 18.00 Monday to Friday inclusive (some occasional weekend work required to support school events or open days)
- 37.5 working hours per week with a 30-minute unpaid lunch break per day

### Reporting To:

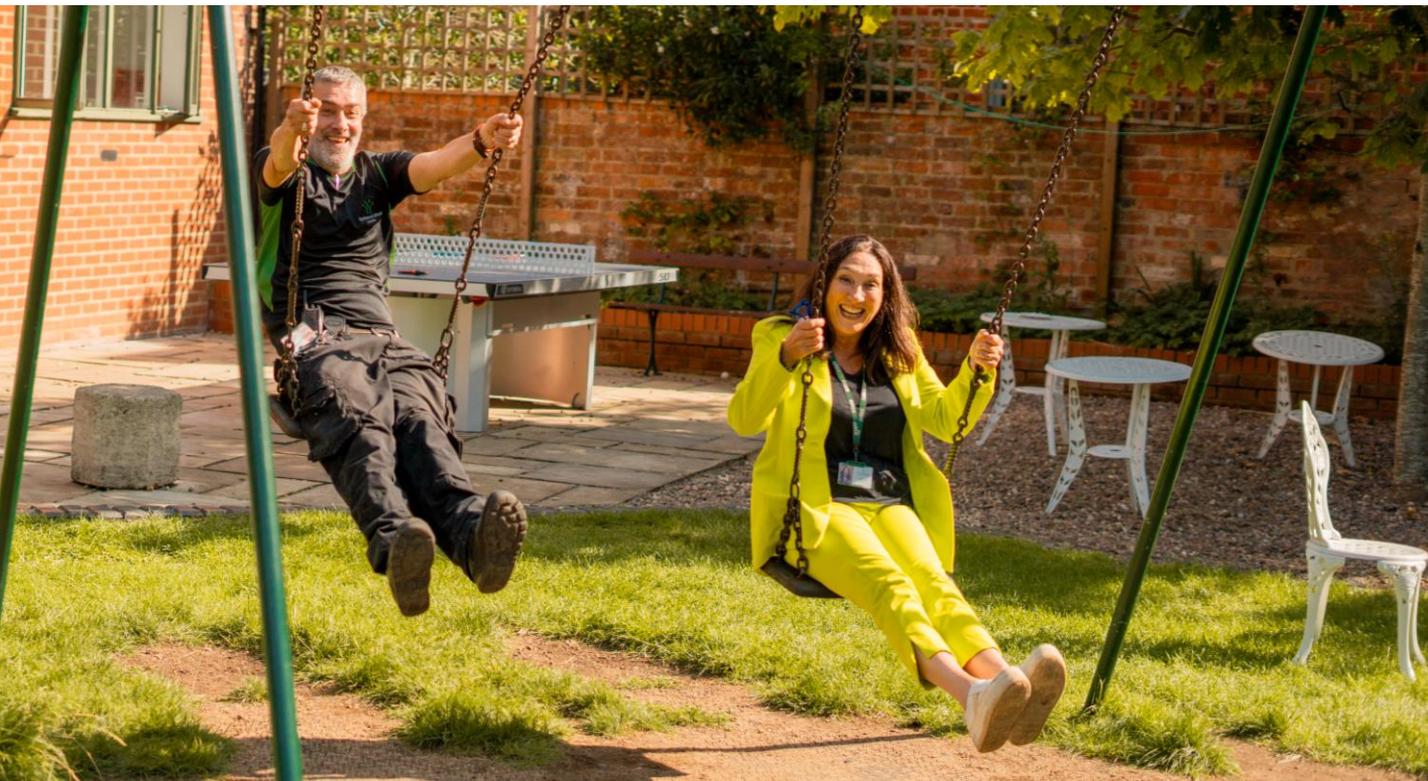
- Director of Operations and the Head
- Working alongside: Caretaker, Theatre Technician and other Support Team Staff

### Remuneration:

- £24,000 - £26,000 dependant on qualifications and experience

### Other Benefits:

- Company Pension Scheme
- Free meals can be taken at school during your working hours in term-time



## **The Estates Supervisor will be responsible for:**

### **General and Maintenance**

- Working with the caretaker and other support staff, undertake the repair, fitting, assembly and maintenance of areas of the school, except areas requiring specialist work (gas, electrical and major plumbing repairs)
- With support from the Director of Operations, arrange, coordinate and supervise specialist work on site (such as plumbers, electrical engineers, fire system engineers etc.)
- Assist with painting and other light maintenance work within the capabilities of the post holder;
- Undertake minor repairs to fixtures, fittings and furniture throughout the school;
- Respond to job/maintenance requests (verbally or via email) as allocated by the Director of Operations
- Monitor and maintain boilers, pumps and water heaters for correct operation
- The moving of equipment and furniture across the site as required
- Assist as required in preparations for Open Mornings, parents' meetings and other events
- Assist in preparing rooms for refurbishment and reinstating rooms afterwards
- Changing of door and gate codes as required
- Carry out planned upgrade work to the fabric of the building in consultation with the Director of Operations
- Undertake appropriate training to acquire relevant skills
- Ensure external contractors are signed into school and accompany them if requested
- Manage the pupils' locker keys.
- To assist the PE department with transporting equipment to and from the field
- Any other duties reasonably requested by the Director of Operations and the Head

### **Health and Safety**

- Coordinate and record all internal health and safety checks
- With support from the Director of Operations, organise and coordinate all statutory external health and safety related inspections and maintenance work (including asbestos, legionella, fire)
- Carry out risk assessments associated with the site and facilities
- Bring any health and safety matters to the attention of the Director of Operations
- To observe all Health and Safety requirements in order to maintain a safe environment

### **Duties - Fire Prevention**

- Check alarms, extinguishers and emergency lighting as per schedule
- Maintain records of these checks
- Report defects to the Director of Operations
- Assist with Fire evacuation

## **Minibus**

- Check the vehicle log book weekly for notified defects
- Rectify simple defects and report more serious ones to the Director of Operations
- Carry out the scheduled checks and maintain records of these checks
- Ensure the minibus is prepared for use by checking the booking diary regularly
- Ensure the minibus is clean inside and out on a weekly basis
- Take to repair or servicing as required
- Move the minibus in and out of school for other staff as required

## **Person Specification:** The Estates Supervisor will

- be honest and reliable
- be a supportive team player
- have a good work ethic
- approach their work with a conscientious attitude
- be loyal to the school and its ethos
- Be flexible and willing to take on additional task related to the daily challenges of a busy school environment
- respectful of and to acknowledge the Christian ethos and heritage of the school
- be committed to upholding all Health and Safety regulations in force

## **Experience and Qualifications**

### **Essential**

- Experience working in a similar role but not necessarily in a school environment

### **Desirable**

- Relevant qualifications and/or experience in Health and Safety
- Manual Handling, working at height and other qualifications to enable fulfilment of the duties of the role.
- D1 Minibus licence

### **To Apply:**

Please visit [Work with Us - Wychwood School](#) to download an application form.

For more information or to discuss the role, please email the Director of Operations:  
[d.radnor@wychwoodschoo.org](mailto:d.radnor@wychwoodschoo.org)

*It is the duty of independent schools and in particular boarding schools to promote and safeguard the welfare of children in their care. Wychwood School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service (DBS), and online and open social media checks. At Wychwood we are aware that pupils may suffer physical, sexual, domestic, emotional or other forms of abuse either at home or away from the school, or within school itself. There are clearly laid down and recognised policies and procedures for dealing with abuse which are available to see on request. The school follows the DfE statutory guidance given in the latest version of Keeping Children Safe in Education.*



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