



Appointment of Site Services / Facilities Assistant

Required from January or February 2025

Full time hours preferred (Monday – Friday, alternate shifts 7am-3pm / 12pm-8pm), however, we are 'happy to talk flexible working' (+ some paid additional hours will be required)

Pay Scale

Approximately £27,000 per annum (including a shift allowance), for 37.5 hours per week on a year-round contract

[Apply here](#)





The Role

Wycombe High School is a prestigious girls' grammar school, dedicated to providing an outstanding education and nurturing environment for our students. We pride ourselves on our commitment to excellence and the holistic development of our pupils.

The Site Services Assistant will play a crucial role in maintaining the school's facilities, ensuring a safe, clean and conducive environment for learning. This role involves a variety of tasks including site maintenance, key-holder duties and supporting the overall functionality of the school premises.

The successful candidate will undertake general portage duties, including deliveries, moving furniture and equipment within the school, plus setting up for various events and de-rigging.

They will be able to undertake minor repairs and maintenance of fixtures, fittings, buildings and the site.

Training will be given for the postholder to drive the school minibus. The full job description is on our website.

We are an ambitious and compassionate school, with staff who contribute eagerly to all aspects of school life. Our staff and students relish challenge, chase excellence and inspire one another.

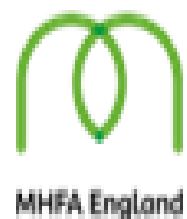
The successful candidate will be offered the opportunity to work in a friendly and outstanding school where we go above and beyond for our staff.

In a recent staff survey, 100% of staff stated they were proud to work at Wycombe High School. This is a great opportunity to work in an outstanding all girls' grammar school, voted the Sunday Times Parent Power 'Secondary School of the Year 2023'.

“

At Wycombe High School, staff wellbeing is at the top of our agenda. We are proud to work alongside Mind, the mental health charity, and are consecutive Gold Award Winners for 2022-2023 and 2023-2024. This award is given to employers who have 'successfully embedded mental health into their policies and practices'.

”



Key Dates Deadline for applications: as soon as possible
Interviews will take place: as soon as possible in January 2025

[Apply here](#)



The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics we are looking for include:

- Responsible and trustworthy, as the postholder will be a keyholder
- The ability to undertake minor repairs and maintenance of fixtures and fittings on site
- A hands-on approach, able to operate systems such as building management system, heating, hot water, cooling, lighting, Paxton controlled automated gates, CCTV, and requests via the Helpdesk
- Good interpersonal skills, able to collaborate with staff, visitors and contractors across the site
- Excellent communication and interpersonal skills
- The ability to relate well to adults and young people
- Proactive and able to use initiative
- Able to work effectively and calmly under pressure
- A shared approach to problem-solving and achieving goals
- Experience of working in a busy, people-based environment
- Planning and organizing skills
- Committed to the ethos, vision and values of Wycombe High School.

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How to apply

The application form can be found on our website:
www.whs.bucks.sch.uk/about-whs/vacancies

To apply for this post, please complete the application form in which you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

Send completed application via email to:

Mrs N. Renyard, Headteacher
Wycombe High School,
Marlow Road, High Wycombe,
Bucks, HP11 1TB
Email: hr@whs.bucks.sch.uk



References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Safeguarding

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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Pay and Conditions

Pay Scale

Approximately £27,000 per annum (which includes a shift allowance) for 37.5 hours per week on a year-round contract.

Successfully appointed candidates will automatically be enrolled into the Local Government Pension Scheme, into which the School pays very generous employer contributions of 22.1%.

We provide an Award-winning Employee Assistance Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support. We are proud to be Mind Wellbeing Index Gold Award Winners for two consecutive years in 2022-2023 and 2023-2024. We were also voted The Sunday Times Parent Power 'Secondary School of the Year 2023'.

Equal Opportunities

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to UK legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

Smoking And Alcohol

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

Dress Code

The school has a dress code for staff:

Site Services / Facilities staff will receive uniform plus PPE for their role.

Flexible Working Strategy:

The school is proud to have a Flexible Working Strategy to help support a work/life balance. We are 'happy to talk flexible working' with regards to all our roles.

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Benefits



Working In Partnership With Mind

We have worked alongside Mind (the mental health charity) since 2018 and have been awarded their **GOLD** award for employers who have: 'successfully embedded mental health into their policies and practices'



Disability Confident Committed Employer

A guaranteed interview for applicants who meet the minimum shortlisting criteria.



Employee Assistant Programme

This is a free, independent, confidential service for staff, their partners and dependents up to the age of 21, giving 24/7 access to counselling, legal, medical and financial advice and support.



Generous Employer Pension Contributions (22.1% employer contributions)

Support staff are auto-enrolled in the Local Government Pension Scheme which offers exceptional employer contributions and benefits.



MHFA England

Mental Health First Aiders

We currently have five trained members of staff who are available to offer support and guidance to employees who need it.



Domestic Abuse Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations.



National Whole School Wellbeing GOLD Award 2024

Working with 'Raising Attainment With Wellbeing' we have been awarded the National Whole School Wellbeing Gold Award, acknowledging that we put wellbeing at the heart of learning, teaching and leadership.

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Workload and Wellbeing Initiatives



- Ten Pin Bowling
- Inset Day wellbeing sessions (e.g. staff quiz, nutritionist talk, Army team-building day, menopause workshop...)
- Two Academy Days
- The Virtual Staffroom, a platform for staff to keep connected online
- A Flexible Working Strategy to support work/life balance
- Staff encouraged to put their 'out of office' email at the end of the day

Staff Workload and Wellbeing Initiatives

We have a thriving Staff Association, and four Mental Health First Aiders, who organise social events for school employees such as:

- Christmas Party
- End of Term Celebration
- Yoga (subsidised, onsite classes)
- Social breaktimes, with food provided to staff
- Onsite subsidised canteen
- Corporate leisure centre membership (reduced cost to staff)
- Onsite free car parking and Cycle Scheme registration (salary sacrifice for tax-free bicycles)
- Bingo!



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Candidates will be advised as soon as possible if they have been successfully shortlisted for interview.

Candidates who have not heard from us within seven days of the closing date should assume their application has been unsuccessful on this occasion.

AT WYCOMBE
HIGH SCHOOL

WE LOOK

BEYOND

We look beyond the
traditional grammar school.

We look beyond league tables
and examination results.

We look beyond stereotypes
and conventions.

We look beyond a world
where futures are fixed.



Wycombe High School, Marlow Road,
High Wycombe, Bucks HP11 1TB

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