

JOB ACCOUNTABILITIES

Job Title: Site Controller L1	Grade Scale 3
Directorate: Education	Unit: Schools

JOB PURPOSE

In conjunction with the Head Teacher, ensure that school buildings and the school site are maintained to a high standard and are secure.

SCOPE OF JOB (Budgetary/resource control, impact)

Boyne Hill Infant & Nursery School comprises of two main buildings plus a separate dining room, outside toilet facilities and a library. Grounds are mainly tarmac but there is a small area of grass and a larger area of astro.

- Operates during and outside of school opening hours. On call for out of hours emergencies and alarms calls 24 hours per day, 7 days a week. Works both indoors and within the school grounds throughout the year.
- Works with commercial cleaning/maintenance materials which require appropriate handling and application. Uses equipment such as floor polishers, drills, electric saws etc.
- Required to move furniture including heavy items. Majority of working day is spent undertaking physical activities.
- Variety of contacts including Head Teacher, staff, pupils, contractors and suppliers. Will be liaising with contractors whilst on site to ensure their safety and that of staff and pupils is maintained and that disruption to the daily routine of the school is minimised.
- May have to deal with conflict situations out of hours, e.g., with hirers using school facilities, unauthorised access to the school grounds etc,
- Supervises cleaners.
- Ensures that the physical school environment is maintained to a standard that allows the school to function effectively on a daily basis.
- Plays a key role as a point of contact with the community/school neighbours, as contact is often made with the post holder first where problems exist.
- The postholder will acquire knowledge and information about staff and pupils through their day to day contact and must be discrete and maintain confidentiality at all times, in line with school policy.

POSITION WITHIN UNIT STRUCTURE

Reports to the Bursar and Head Teacher.

KNOWLEDGE, SKILLS & EXPERIENCE

- General maintenance skills such as gardening, painting, minor carpentry etc.
- Able to juggle conflicting priorities in a busy and hectic environment.
- Supervisory skills as appropriate.
- Must be physically fit, able to bend, lift and use step ladders.

JOB ACCOUNTABILITIES

- Ensure that the buildings and school site are secure, particularly out of school hours, in order to prevent unauthorised entry and potential damage/theft. To take remedial action where required. This will include being on call for emergencies/alarm calls.
- Undertake minor maintenance and repairs such as painting, as required. This will include internal and external areas.
- Under the direction of the Head Teacher, work within the agreed annual maintenance plan in order to complete a cost effective maintenance programme.
- Agree with Head Teacher, daily, weekly and termly maintenance priorities and ensure work completed to required standard and within appropriate time scales.
- Liaise with contractors (including cleaning contractors if applicable) whilst on site, ensuring that work is completed in line with the specification and to the required standard. Take appropriate action to resolve minor problems, referring more complex issues to the Head Teacher.
- Oversee general presentation of school grounds in line with standards agreed with Head Teacher and take appropriate remedial action.
- Purchase equipment and supplies within the budget agreed by the Bursar and Head Teacher, ensuring that value for money is obtained.
- Liaise with the Bursar regarding school lettings, arranging facilities as specified by the hirer, ensuring that hirer is satisfied with the facilities and rectifying complaints, clearing away and securing the area. Customer satisfaction is essential in order to ensure that repeat bookings are made and therefore this source of income to the school is maximised.
- Supervise Cleaners, ensuring staff understand priorities and undertake any necessary training.
- Cover for absent cleaner(s) as necessary to maintain the hygiene standards required by the Head Teacher.
- Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- Ensure that all records and associated paperwork are complete in line with the school's requirements and to meet processing deadlines.
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious, report to the Head Teacher immediately.
- Complete all required training in line with position held.