



## **JOB DESCRIPTION FOR SITE CONTROLLER**

**REPORTS TO:** Head Teacher

**PURPOSE OF JOB:** In conjunction with the Head Teacher, to ensure that the school buildings and the school site are maintained to a high standard and are secure

### **JOB DUTIES INCLUDE:**

- 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 and may require working on site out of hours and alone.
- Under the direction of the Head Teacher, work within an agreed maintenance plan in order to complete a cost effective maintenance programme.
- Agree daily, weekly and termly maintenance priorities with the Head Teacher and ensure work is completed to the standards required by the Head Teacher and within the appropriate time scales.
- Undertake minor maintenance and repairs such as painting, plumbing, carpentry etc as required. This will include internal and external areas and may include lifting and carrying furniture, equipment and supplies which may be heavy.
- Arrange emergency repairs as and when required to minimise disruption to the school working day.
- Undertake cleaning duties as required.
- Liaise with contractors (including cleaning contractor if applicable) whilst on site, ensuring that work is completed in line with the specification and to the required standard of the Head Teacher. Take appropriate action to resolve problems, involving the Head Teacher when agreement cannot be reached.
- Undertake all aspects of basic ground maintenance with minimum supervision including mowing, leaf clearance, sweeping, litter clearing, hedge trimming, weeding, planting and emptying playground bins as required and in line with standards agreed with the Head Teacher.
- Arrange for the purchase of maintenance equipment and supplies within the budget agreed by the 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 they understand priorities and undertake any necessary training.
- 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 checks are made and that records and associated paperwork are complete, in line with the school's requirements and to meet processing deadlines.
- Set up staging, tables and seating for performances, assemblies, meetings and visitor events as required.
- Interact with many people including the school staff, children, governors, visitors and neighbours, dealing with minor issues as they arise in a positive and constructive way
- Attend relevant training as required.

- Support the aims and ethos of the school, setting a good example in terms of dress, behaviour, punctuality and attendance.
- Perform all duties in line with Health & Safety regulations and take remedial action where hazards are identified. Where hazards are serious, report to the Head Teacher immediately.
- Be aware of safeguarding and child protection issues and act in accordance with the school's policies if any concerns are raised.

### **PERSONNEL SPECIFICATION FOR SITE CONTROLLER**

	ESSENTIAL	DESIRABLE
Personal attributes	<ul style="list-style-type: none"> <li>• Able to speak fluent English to an appropriate standard</li> <li>• Supervisory skills</li> <li>• Proactive, adaptable and able to take ownership of tasks and work with minimal supervision</li> <li>• Helpful and approachable</li> <li>• An excellent role model</li> <li>• Well mannered</li> <li>• Punctual, hardworking and committed</li> <li>• Commitment to Equal Opportunities</li> <li>• A good team worker</li> <li>• Highly professional</li> <li>• Physically fit and healthy and able to bend, lift, use step ladders and floor stripping and polishing equipment</li> <li>• Able to juggle conflicting priorities in a busy and hectic environment</li> </ul>	Full driving licence
Professional skills and experience	<ul style="list-style-type: none"> <li>• Multi trade or DIY experience, or transferable skills from another industry</li> <li>• IT literate</li> <li>• Commitment to continuing training/development of own professional skills/knowledge</li> <li>• Some knowledge of requirements and practices relating to Health and Safety</li> <li>• Fully understand the need for confidentiality</li> </ul>	Knowledge and experience of basic grounds/site maintenance and safe and effective working practice