



## Job Description – Site Controller

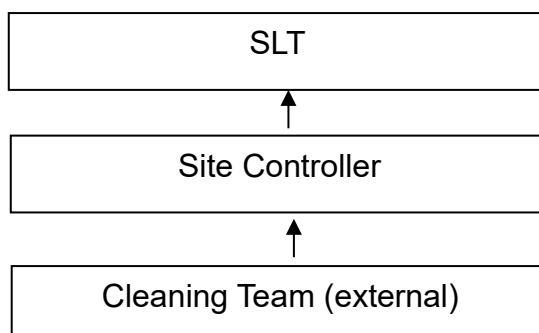
<b>Job Title</b>	Site Controller	<b>Department</b>	Premises
<b>Reports to</b>	Senior Leadership Team	<b>Grade</b>	5 - £26,421 to £28,770 FTE (pay award pending) Plus 4% intensity payment (depending on hours)
<b>Line manages</b>	n/a		
<b>Hours of work</b>	Flexible to meet the needs of the business.	<b>Fixed Term</b>	Permanent
<b>Hours per week</b>	Up to 37 hours per week All year (not term time)	<b>Unpaid break</b>	30 minutes

### Job Purpose:

To be responsible for the day to day operation, security, safety, cleanliness and general maintenance of the school site to enhance the learning environment for the children and staff.

To be responsible for site management issues as defined within this job description.

### Organisation Chart:





### **Summary of Main Contacts.**

- Headteacher and all other staff
- Governors
- Pupils
- Parents
- Cleaning staff
- Contractors
- Suppliers
- Council officers
- General public

### **Job description**

#### Site Security

- Daily walk around, inside and out to ensure that no issues have arisen
- Correct any issues within your level of competence or organize for a third party to fix
- Be the second point of contact for out of hours call outs after the external call out company.
- Be a fire warden
- Locking and unlocking, either in person or ensuring that someone is delegated the task

#### Site Cleanliness

- Be responsible for ensuring that the site is clean and tidy at all times. This includes litter picking, window washing, tidiness of the bin store, emptying of outdoor bins etc.
- Work with the external cleaning company to ensure that the premises are cleaned to a high standard. Assist the cleaning team when required, and ensure any hours not completed are notified to Finance.
- Work with the external cleaning company to ensure that adequate stocks of cleaning and hygiene materials are maintained
- Work with the external cleaning company to ensure that staffing levels are adequate.





#### Site Operation

- Be familiar with the operation of all the plant, machinery and equipment in school and ensure that it is operating efficiently at all times.
- Arrange or carry out movement of resources, furniture or equipment as required.
- Assist with control of movement of vehicles and pupils on site.

#### Health & Safety

- Carry out a program of regular checks of all equipment to ensure that it is safe to use
- Work with SLT to ensure that Risk Assessments are up to date and actioned
- Be responsible for the storage of all hazardous materials ensuring that the appropriate paperwork is in place, that staff are trained to use them and have the necessary PPE.

#### Programmed Maintenance

- Work with the Trust Operations Manager to ensure that the programme of maintenance and servicing is carried out in a timely manner.
- Where necessary, obtain quotes and advise SLT of the best option.
- Supervise the third-party staff while on site and ensure that the work is carried out to an appropriate standard. Take appropriate action to resolve problems.

#### Maintenance

- Be responsible for the rolling program for maintenance.
- Where appropriate undertake the maintenance within your skill set.
- Obtain 3 quotes for maintenance work and advise the SLT of the best option.
- Supervise the third-party staff while on site and ensure that the work is carried out to an appropriate standard. Take appropriate action to resolve problems.

#### Lettings

- Support the Admin team to ensure that lettings are maximised
- Ensure that let areas are cleaned as required, including in the school holidays
- Support the CPTA with their events. Contractual overtime is paid for this

#### Governance

- Attend the Governors meetings as required to advise on current and planned work

#### Projects

- Assist SLT to develop project plans.





## Person Specification – Site Controller

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

### **Knowledge/Qualifications:**

- Knowledge of Health and Safety regulations
- Knowledge and experience of appropriate use of cleaning materials and equipment
- Good general education

### **Skills/Abilities:** essential

- Excellent IT skills. Office 365 and use of bespoke systems
- Good basic DIY capabilities and experience
- Demonstrable planning and problem solving skills
- Customer care skills
- Able to carry out portaging duties
- Experience of managing staff

### **Experience:** desirable

- Familiarity with electronic control system eg security, heating and ventilation systems
- Experience of health and safety and risk assessment processes
- Knowledge of COSSH

### **Personal Qualities:**

- Self motivated and positive “can do” approach
- High standards and pride in results
- Ability to work as part of a team and take instruction
- High integrity
- Good communications skills
- Good customer focus
- Flexible worker
- Reliable

