



JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: Education
Post Reference No:	Location: Geoffrey Field Infant & Junior Schools
Job Title: Site Controller	Grade/Salary Range: RG3 SCP5-11 (gateway at scp 7) £25,583 – 28,142

JOB PURPOSE

To be responsible for the maintenance, security and management of facilities on school sites;

To maintain a clean and safe school environment, internally and externally.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Report and liaise closely with the School Business Managers (SBM).

MAIN DUTIES AND RESPONSIBILITIES

Security The site controller is accountable for:

- ensuring overall security of the school premises – including locking windows, doors, drawing blinds, and checking all fire exits are clear
- maintaining information re the appropriate services to contact and acting as a point of contact in emergency callout situations within school hours
- maintaining alarm systems having regular contact with the external alarm provider on their quarterly visits
- undertaking regular and routine security checks/patrols and identifying security risks and recommending appropriate action to the SBMs
- opening and closing the school premises on a daily basis and as required outside of term time, coordinating with the other site controller to ensure school premises are open as required e.g. for Polling Days
- walking the fire escape routes each day to ensure clear and safe passage is possible, recording as appropriate
- ensuring all records are accurate and maintained regularly
- conducting weekly scheduled fire alarm tests and maintaining records and test register

Maintenance The site controller is accountable for:

- conducting general maintenance and carrying out minor D.I.Y. jobs e.g. painting and redecoration; putting up shelves; repair and maintenance of fixtures and fittings; etc.
- ensuring all toilets are fully stocked with appropriate consumables monitoring stock levels and issuing order requests at appropriate times
- ensuring the schools are tidy and presentable at all times
- ensuring all external entrances to the schools are kept clear at all times
- ensuring any debris along paths, within playground or planted areas is cleared away on a daily basis
- ensuring refuse collection is carried out regularly and bins returned to appropriate holding places
- ensuring rubbish is not stored within communal areas or meeting rooms and recycled where possible to contribute to schools' aims
- conducting regular quality checks on all external play equipment to ensure this is in working order and safe for pupils to play on
- attending all external safety check inspections with the SBM and governors to highlight any required actions
- conducting visual checks of school roofs/guttering for loose surfacing, plant growth, weather damage advising when external contractors may be required
- ensuring roller shutters, soffits, external lights are kept clean and operational
- prioritising the clearing of paths and entrances to keep free of snow, ice and flooding to ensure the safe passage of pupils, staff, parents and visitors during winter months or severe weather
- cordoning off hazard areas as necessary and ensuring no unauthorised access is possible
- noting, monitoring and reporting any defects in the school buildings or grounds to the SBMs
- monitoring the externally provided electrical testing of portable electrical appliances (PAT) and to know where records are kept
- overseeing and following up as required on any reactive maintenance by specialist contractors ensuring the asbestos register and/or hot works register is signed as appropriate

Health & Safety The site controller is accountable for:

- carrying out daily, weekly and monthly checks, under the supervision of the SBMs, on the school buildings and grounds and fire safety equipment/smoke detectors and maintaining accurate records of inspections
- carrying out weekly health and safety audit checks, under the supervision of the SBMs, of all external and internal areas of the schools
- supporting the SBMs in carrying out fire evacuations and ensuring all signage is updated
- dealing appropriately with the removal of graffiti, excrement, vomit and other bodily fluids observing the procedures recommended by the schools
- acting in the event of an emergency responding in accordance with the procedures laid down in the schools' emergency plans (Rainbow Plan)
- taking appropriate action and providing access for emergency services in the event of fire, flood, breaking and entering, accidents or any other major incidents during the school day (Key holding company is employed for out of hours access)
- testing emergency lighting is in good working order in the schools
- attending and participating in Governors' site safety inspections on a termly basis
- maintaining the safe storage of any chemicals and ensuring all those using them have data sheets and safety instructions for each product in accordance with COSHH guidelines
- ensuring appropriate safety notices are in place through the sites
- undertaking routine and regular checks, under the supervision of the SBMs, of all heating and water systems in the schools, including legionella related checks

- monitoring and reporting on the condition of asbestos, under the supervision of the SBMs, wherever it is located throughout the schools' premises. Making the asbestos registers available for inspection by contractors and maintaining accurate records
- working alongside the SBMs to oversee the daily work of contractors working on site during both school term and holiday periods, ensuring they are complying with all the schools' policies and guidance, and keeping sites clear of any hazards
- storing site controller's equipment securely and maintaining in a safe, working condition

Porterage Duties The site controller is accountable for:

- receiving goods in the school, checking delivery notes and assembling where necessary
- transporting any goods received to appropriate location
- setting up meeting areas or staging and preparing for school events as required and clearing as required
- allowing access for external lettings as required, moving furniture and equipment as necessary and restoring to the original state e.g. as a polling station
- moving school furniture prior to school holidays to enable cleaning teams to carry out their duties

Energy & Water The site controller is accountable for:

- ensuring that energy is preserved at all times within the school sites; switching off lights and electrical sockets not in use and ensuring at end of day all lighting is off as part of closure procedures
- familiarising self with operation of the boiler room to ensure schools continue to function in severe weather conditions. Ensuring the central heating is working and all timers or clocks are adjusted in accordance with requirements laid down by schools
- monitoring and programming the schools' Trend heating system – ensuring that all issues are reported to the SBMs
- remaining familiar with locations of all meters, stopcocks and energy devices. Providing all meter readings as required for gas, electricity and water usage (although Smart meters are now installed) Ensuring that all energy sources are working to their most efficient at all times.
- ensuring the school's energy certificate is displayed and action taken to achieve expected standards of energy use
- checking water temperature regularly and assisting with legionella related checks on site and maintaining accurate records

Gateway Criteria In order to progress through the Gateway the post holder must be able to demonstrate a high level of competence in the following areas:

- liaising with outside contractors in connection with premises related maintenance contracts e.g. annual servicing schedules etc.
- contributing to the creation of a termly/quarterly report for the Headteachers and Governing Bodies on all matters pertaining to the sites re: Health and Safety
- advising on matters related to energy control and conservation based on monitoring site usage
- contributing to the operational performance of the schools by working in partnership with the SBMs to plan suggested on-going maintenance schedules across the year e.g. preservation treatment of outside play equipment, carpet deep cleaning, general decorative state of the building etc.
- assist with conducting termly fire evacuations on school premises when pupils are on site, taking responsibility for designating areas, including checking that staff conduct their allocated roles and reporting

findings to the SBMs & HTs

- responsible for supervising contractors and site security and safety during holiday periods, to act as a point of contact where appropriate
- assisting in the recruitment and induction of any new site staff

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

Safeguarding

The Authority/School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory DBS check will need to be obtained prior to commencement of employment

What level of DBS check is required for this post? Enhanced

Universal Safeguarding Training must also be completed

Health and Safety

Level 3

All staff:

- must act in the interest of health and safety, both their own and that of members of the public and others.
- must co-operate with the efforts of management to ensure health and safety.
- must attend training provided, read documents provided and put into practice all instruction intended to ensure safety.
- must report all accidents, incidents and hazards immediately to their line manager.
- must respect and make proper use of all equipment provided to ensure safety in the workplace.
- must refer any health and safety issues to the next level of responsibility, if they feel they are not authorised to deal with the issue.



PERSON SPECIFICATION

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Qualifications/Education/Training:

- Good numeracy/ literacy skills (GCSE C English and Mathematics (or recognised equivalent))
- Computer literate
- Good Standard of demonstrable communication skills
- Willingness to undertake training

Experience:

- Previous site maintenance and DIY experience
- Previous experience of working in a school or similar environment is desirable

Skills and Abilities:

- Working knowledge of relevant Polices/ Legislation/codes of practice, to include;
 - Health and Safety
 - COSHH
 - Fire safety requirements
 - Legionella
 - Asbestos awareness
 - Manual Handling
 - Working at Height
 - Manual Handling
- Good standards of oral and written communication
- Ability to relate well to children and adults
- Ability to work in a physically demanding environment both indoors and outdoors
- Ability to work proactively and collaboratively
- Possession of good DIY and general maintenance skills e.g. painting, building furniture, etc)
- Ability to model acceptable behaviour (as expected in a primary school environment)
- Awareness of health and hygiene procedures
- Basic understanding of Health & Safety and First Aid principles

Specific Working Requirements:

Expected to comply with any reasonable request from a member of the Senior Leadership Teams to undertake work of a similar level that is not specified within this job description or to work both antisocial hours or at weekends if necessary.

Own transport is desirable.