

JOB DESCRIPTION

Authority:	West Berkshire Council	Department/Division	Education
Job Title:	Site Controller	Grade E	

JOB PURPOSE

Reporting to the School Business Manager the Site Controller is responsible for managing the security, safety, cleanliness and general maintenance of the school site.

MAIN DUTIES AND RESPONSIBILITIES

1. To be a “keyholder” responsible for security and arrange access to the site. Respond when available to any call from emergency services as principal (but not sole) keyholder. To ensure school gates are opened/closed at the appropriate times.
2. To advise on, and undertake where appropriate, minor alterations and repairs to buildings.
3. To organise specifications for larger works with external contractors liaising with West Berkshire Council staff as required.
4. Monitor the state and condition of furniture and fittings. Provide a repair service as required paying particular attention to Health and Safety standards. Provide a report to the Business Manager where more substantial repair, or replacement, is required.
5. Organise water testing within the required timeframes, and monitor and record the results. Report the outcomes to the Business Manager.
6. To attend relevant and appropriate training eg lifting, fire extinguisher course, Legionnaires etc as required in order to fulfil the requirements of the role
7. Plan and manage and cost a rolling programme of internal decoration, liaise with the Governors’ Premises Committee to agree improvements. Carry these out with due regard to Health & Safety.
8. Establish a programme of essential maintenance to ensure it is carried out within appropriate timescales. Co-ordinate maintenance contracts, monitoring attendance of contractors
9. Advise the Business Manager regarding allocation of the cleaning budgets and requisition of caretaking and cleaning supplies within budget limits, ensuring these are stored and handled safely according to COSHH guidelines. Check and record their delivery.
10. Monitor the performance of the contract cleaners, plan and schedule cleaning tasks both in term time and over holiday periods as required, completing required returns. Identify and resolve queries and concerns with cleaning contractors.

11. When on duty, direct building contractors to the site of repair and maintenance works,. Oversee contractors when they are on-site, ensuring the work is carried out according to the schedule and contractors are adhering to health and safety regulations at all times., **paying particular attention to Health and Safety and Asbestos guidelines.** Resolve problems with contractors, referring to School Business Manager if required.
12. Supervise the work of the gardener and monitor the quality of his work and that of other Grounds Maintenance contractors. Resolve any problems with the contractor, liaising with the School Business Manager where required.
13. To detect and report building defects to the Headteacher or School Business Manager. To undertake repairs allowing for caretaking priorities, paying special attention to Health and Safety guidelines. To be responsible for ensuring that tools and equipment used by site staff are safe and fit for purpose.
14. To record repairs undertaken in the Site Maintenance Log books.
15. To arrange and/or carry out the movement of furniture and equipment within the site. To assist with the distribution of items delivered to the site, as required.
16. To check, monitor and record the operation and servicing of the fire alarm break glasses and fire doors, completing a log as required by WBC in Crest (Electronic Compliance monitoring system).
17. To record services meter readings at least monthly in the school office.
18. To undertake any necessary further action as directed by the Headteacher in the event of bad weather or emergency including ensuring areas around the school site are made safe during snow or icy conditions
19. To advise the Headteacher on the annual review of the snow plan. To undertake annual winter checks including ensuring an appropriate supply of salt and grit.
20. To be responsible for the operation of lighting and heating equipment and maintaining schedules of service. Monitor the work of contractors.
21. To ensure the grounds and hard areas remain tidy by sweeping and removing litter and cleaning external drains and gullies regularly. Carry out weekly visual checks of the playground, fields, rectifying any hazards and record Crest (Electronic Compliance monitoring system)..
22. To be responsible for the daily and periodic cleaning of the caretaker allocated areas, including the Boiler House. Issue soap, toilet rolls, paper towels and other such items as are required by the school. To clean up spills/mess when on duty.
23. To take responsibility by agreement with the Business Manager for various out of hours lettings in the evenings and weekends, ensuring site security at all times.
24. Liaise with the Headteacher and the School Business Manager as appropriate.
25. Any other duties which reasonably fall within the purpose of the post, which may be allocated by the Headteacher or School Business Manager after consultation with the post holder.

Conditions of Service

All non-teaching staff conditions of service are covered by West Berkshire Council's Pay and Conditions document and all job descriptions affecting non-teaching staff are within the context of this document.

Grading of all jobs is carried out centrally by West Berkshire Council and any subsequent changes to a job description may necessitate a review of grading by West Berkshire Council.

Please note that this job description does not form part of your contract of employment. While it is intended that job descriptions will be reviewed annually, requests for a review can be made to the Headteacher at any time.

Job Title Site Controller	Department/Division Education – Kennet Valley Primary School
Authority West Berkshire Council	Post Reference No

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	Training in Health and Safety procedures/standards GCSE standard education, or equivalent (in particular numeracy and literacy)	
Competence Summary (Knowledge, abilities, skills, experience)	Previous Caretaking experience Good oral, written and communication skills Excellent DIY skills and ability to carry out minor repairs and maintenance Knowledge of the appropriate use of cleaning materials and equipment	Supervision of other staff Experience in costing projects and managing budgets Knowledge or experience of ways of maximising resources and generating income
Work-related Personal Requirements	Practical, proactive, flexible approach to work Able to develop and maintain good relationships with staff and pupils and work as part of a team Methodical and well organised	
Other Work Requirements	Some physical effort is involved in lifting and managing remedial building works.	