



LARCHFIELD PRIMARY & NURSERY SCHOOL

Job description: Site Controller

Larchfield School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Site Controller

Salary: RBWM Scale 2C, point 3 £24,442 FTE or £19,818 part-time

Hours: 30 hours (6.30am to 11.30am and 5pm to 6pm)

Contract type: Part time, permanent

Reporting to: School Business Manager

Responsible for:

Main purpose

The Site Controller is responsible for:

- › Maintaining clean, safe and secure school premises, which includes buildings and grounds
- › Carrying out cleaning, handyman activities, routine maintenance and refurbishment, portorage, and minor repairs
- › Some supervision of school cleaning staff
- › Promoting health and safety around the school

Duties and responsibilities

General duties

- › Carry out portorage duties, such as moving furniture and equipment around the school
- › Maintain the general school premises, furniture and fittings, and report any issues to School Business Manger
- › Carry out small repairs and DIY projects
- › Request SBM to arrange larger repairs and obtain quotes from contractors
- › on site development projects and make recommendations on site use

Cleaning

- › Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- › Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- › Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- › Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Security

- › Maintain the security of the school premises as the main key holder
- › Lock and unlock the premises as required, including out of school hours when necessary
- › Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- › Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- › Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- › Advise the headteacher and School Business Manager on all matters relating to school security and safety

Health and safety

- › Ensure a safe working and learning environment in accordance with relevant legislation
- › Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to School Business Manager
- › Provide safe access to the school in cold weather conditions
- › Make sure all members of the team follow health and safety procedures
- › Monitor the work of contractors, ensuring safe working practice and quality of work

Responsibilities

- › Be committed to the safeguarding and promotion of the welfare of children and young people
- › Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- › Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- › Contribute to the overall ethos/work/aims of the school
- › Establish constructive relationships and communication with all staff and other agencies/professionals
- › Recognise own strengths and areas of expertise and use these to advise and support others
- › Participate in training and other learning activities and performance development as required
- › Ensure that cleaning staff carry out their duties professionally and effectively

Confidentiality

Adhere to the duty of confidentiality that you hold as an employee of the RBWM

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		<ul style="list-style-type: none"> › Level 2 Award in Support Work in Schools › Legionella and Legionnaires Disease Awareness › Fire Safety for Schools › Working at Height › Manual Handling Awareness › Control of Substances Hazardous to Health (COSHH) › Asbestos Awareness › Ladder Safety › Introduction to Safeguarding › Risk Assessment
Experience	<ul style="list-style-type: none"> › Caretaking › Building maintenance › Security, including alarm systems › Cleaning work › Some DIY 	

CRITERIA	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> ➤ Working in a team 	
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of health and safety regulations ➤ Ability to work flexibly, independently and as part of a team ➤ Basic DIY skills ➤ Ability to plan, organise and prioritise 	<ul style="list-style-type: none"> ➤
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ Able to work flexibly and out of school hours as required 	<ul style="list-style-type: none"> ➤
Physical requirements	<ul style="list-style-type: none"> ➤ Be reasonably fit to carry out the duties of the job ➤ Able to carry out some manual handling and lifting ➤ Able to carry out work at high levels using appropriate equipment 	

Notes:

This job description is not exhaustive and may be amended at any time in consultation with the postholder.

Any other requests connected to the site.

If you don't have all of the experience listed above but are interested in applying, contact the School Business Manager

Last review date: 13.6.24

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____