



JOB DESCRIPTION

Job Title:	Site Controller	School:	Bearwood Primary
Department:	Education	Salary:	
Reports To:	Head Teacher		
Grade:	6 Scale Point 18-24		
Allowances: + Additional Hours (Approximately 100 per annum) + Lettings (by agreement)			
Employment Status: Permanent			
Hours of Work: Full Time - 37hours per week (Daily split shifts)			
<p>Job Purpose: This describes in one sentence the overall purpose of the job.</p> <p>To be responsible for the day to day operation, security, safety, cleanliness and general maintenance of the school site.</p> <p>To also be responsible for site management issues as defined within this job description.</p>			
<p>Departmental/Team Purpose: This describes in one sentence the overall purpose of department/team – ie: main function, why it exists.</p> <p>The purpose of the school is to meet the educational needs of children and young people within the local community.</p>			
<p>Organisation Chart: Show the structure above and below in the school</p> <p>Reports to:</p> <div style="text-align: center;"> <pre> graph TD HT[Head Teacher] SBM[School Business Manager] SC[Site Controller] C[Cleaners] SBM --> HT SC --> SBM C --> SC </pre> </div> <p>Specify any staff posts that the postholder is responsible for:</p>			

Summary of Main Contacts.

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

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Management Tasks

List the main management tasks. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

Cleaning:

- Monitor cleaning standards throughout the building and liaise, if necessary, with the cleaning team over day to day requirements
- Report any problems or issues where appropriate.
- Supervise and allocate the work of the cleaning team checking quality and quantity of work and bring any problems to individual team members' attention, or the Headteacher and/or School Business Manager when required
- Carry out induction training for cleaning staff
- Organise the school holiday periodic cleans

Contractors:

- Act as liaison between contractors and the School or external agencies as appropriate, regarding access to the site
- Act as liaison with contractors whilst they are on site, monitoring the progress of the work and ensuring that work is carried out in line with the specification and to the required standard.
- Take action appropriate action to resolve any issues/problems.
- Liaise with contractors to ensure they are aware of the school's asbestos management plan and survey

Compliance:

- Work with the School Business Manager to ensure that the school is compliant with all current health and safety legislation, policy and recommended procedures
- Liaise with the School Business Manager on the arrangement of all statutory testing of heating, lighting, alarm and mechanical systems
- Maintain clear written records of regular monitoring of legionella, fire and other compliance systems and procedures

Site Management:

- Work with the School Business Manager to ensure that the school is compliant with all current health and safety legislation, policy and recommended procedures
- Work with the School Business Manager to identify, develop and carry out an annual maintenance plan and longer-term maintenance requirements in order for a cost effective maintenance plan to be produced.
- Set up a rolling programme of internal decoration and carry out any agreed improvements ensuring compliance with Health and Safety standards.
- To work with the School Business Manager to develop and carry out a programme of daily/weekly/periodic inspections of the school buildings and environment; to coordinate programmes of planned maintenance
- Assist the SBM in preparing documentation for tenders and specifications for small to medium projects
- Remedy any minor or intermediate defects and to liaise with the SBM on any major building defects
- Provide regular reports and updates to the Headteacher, SBM and governors on site issues
- Act as liaison with Wokingham Borough Council on and advise on alterations and repairs to buildings
- Liaise with a designated officer as appropriate and undertake the primary day to day liaison with WDC to carry out procedures for emergencies including repairs

Finance:

- Undertake the day to day management of the maintenance budget and check all works are completed satisfactorily
- Order/purchase equipment and supplies within the budget agreed with school management ensuring value for money is obtained
- Advise on allocation of cleaning budgets to ensure basic cleaning and provide for any additional works that are not covered within specification.

Core Tasks

List the core tasks. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

Security:

- Be a principal keyholder and undertake the day to day operational responsibility for all security activity within the site
- Be the first contact for the emergency services and respond to emergency call-outs taking action as appropriate
- Ensure that the site is left in a secure situation which includes locking/unlocking of school site each day, internal and external doors and closing windows
- Alert the Headteacher and/or School Business Manager to any risk to a breach of security
- Ensure alarm systems are kept in good working order
- Patrol the site to check for hazards, damages and intruders

Cleaning:

- Undertake cleaning tasks as required e.g. toilets/polishing floors/external drains
- Ensure all cleaning materials are stored and utilised in line with COSHH regulations
- Rodding and flushing of blocked drains, sinks and pipes as required
- Ensure stocks of cleaning materials, soap, paper towels etc. are maintained and replenished as necessary

Lettings and Out of Hours Activities:

- Take responsibility, with negotiation from a designated officer, for the duties associated with a reasonable number of evening and weekend lettings
- Ensure that the site and premises are optimised for income generation
- Ensure proper security and adherence to the health and safety policy at all school events held outside of the school day, including meetings, open evenings, lettings and special events

Facility Systems:

- Monitor via routine checks and maintain the operation of the fire alarm, fire doors and emergency lighting
- Monitor, maintain and properly operate and control the school's heating, lighting, plumbing and ventilations systems

Site Tasks/General Duties:

- Detect and report any building defects, advising school management on any Health & Safety issues.
- Undertake minor repairs, alterations and general maintenance around the school, always adhering to H & S requirements.
- Deal with the results of vandalism, advising the SBM on any necessary preventative measures or repair work required
- Undertake H&S inspections alongside the SBM and link governor for H&S
- Undertake the safe use of hand and power tools, including equipment hired by the school for specific identified tasks
- Maintain the school's equipment and plant inventory
- Attend relevant meetings and participate in training and continued professional development as required for the effective delivery of the role
- Support the school's values, vision and ethos and model these through day-to-day behavior
- Ensure all allocated equipment and materials are stored safely in order to prevent potential accidents/misuse. To issue soap, toilet rolls and paper towels and such other items as required by the school
- Be aware of and comply with policies and procedures of the school including those relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Undertake any other duties which reasonably fall within the purview of the post

Porterage:

- Arrange and/or carry out the movement of furniture and equipment within the site.
- Assist with general portering duties including the prompt distribution of items delivered to the site within Health & Safety guidelines as well as collection and distribution of mail and lost property
- Arrange for the disposal of redundant furniture and equipment in accordance within agreed procedures

Grounds Maintenance:

- Ensure the school grounds are maintained, remain tidy and equipment kept in good order
- Ensure that the field, playgrounds, paths, drains, gullies and driveways are maintained to a good standard, including mowing grass, clearing of snow, gritting and salting of pathways and ensuring tarmac flooring is maintained in a good condition

PERSON SPECIFICATION

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: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- Knowledge of relevant policies/legislation/regulations
- Qualification in Health and Safety desirable
- Knowledge and experience of appropriate use of cleaning materials and equipment
- NVQ Level 3 or equivalent (Grade 5/6 only)

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Good basic DIY capabilities and experience
- Team worker essential
- Ability to use initiative and work unsupervised
- Customer care skills essential
- Flexible worker
- Excellent oral and written communication skills
- Ability to communicate clearly to a variety of audiences
- Excellent numeracy skills
- Ability to implement solutions to identified problems
- Ability to use IT to support work undertaken
- Ability to work under pressure and prioritise tasks

Experience: type, level and length.

- Heating systems
- Security systems and procedures
- Management skills and experience
- Experience of liaising with a variety of stakeholders

Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- Have due regard for safeguarding and promoting the welfare of children
- Commitment to equal opportunities
- Self-motivated and positive “can do” approach
- Ability to work as part of a team
- High integrity
- Good customer focus