



## JOB DESCRIPTION

<b>Job Title:</b> Site Controller	<b>School:</b> The Colleton Primary School
<b>Department:</b> Education	<b>Salary:</b> £27,711 + pro rata
<b>Reports To:</b> School Business Manager	
<b>Grade:</b> Grade 5	
<b>Employment Status:</b> 1 year fixed year contract, potential to permanent	
<b>Hours of Work:</b> Part Time – 23 hours per week (must include two full days)	
<b>Job Purpose:</b>  To be responsible for the day-to-day operation, security, safety, cleanliness and general maintenance of the school site, aiding and enhancing the learning environment for the children and staff.  To be responsible for site management as defined within this job description.	
<b>School Purpose:</b> <ul style="list-style-type: none"><li>• To inspire each child to seek to maximise their potential, academically and socially, and to provide them with the education to do so, acquiring skills for independence that will enable them to become valued members of society.</li><li>• To ensure that the highest standards of learning and teaching are central to everything we do.</li><li>• To be a school where children and staff are happy, valued and safe.</li></ul>	
<b>Organisation Chart:</b>  <pre>graph BT; SC[Site Controller] --&gt; SBM[School Business Manager]</pre>	

**Summary of Main Contacts.**

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

**Special Factors:**

1. Type of school
  - Primary School
2. Other Special Factors
  - Single-handed post – working split shift
  - Live off site and school has no on-site colleague
  - Work pattern may include some unsociable hours
  - Maintenance of outdoor swimming pool
  - Required to hold a driving licence

<p>This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.</p>
<p>Programmed and Reactive Maintenance</p> <ul style="list-style-type: none"> <li>• Be responsible for the rolling schedule of site maintenance and servicing, ensuring all maintenance and servicing is up to date and carried out in a timely manner.</li> <li>• Undertaking all maintenance requests within your skill set or obtain quotes for maintenance work, advising the Business Manager of the best option.</li> <li>• Supervise the third-party staff while on site and ensure that the work is carried out to an appropriate standard.</li> <li>• Take appropriate action to resolve problems that arise.</li> </ul>
<p>Site Cleanliness</p> <ul style="list-style-type: none"> <li>• Work with the Cleaning company to ensure that the premises are cleaned to a high standard.</li> <li>• 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.</li> </ul>
<p>Site Operation</p> <ul style="list-style-type: none"> <li>• Be familiar with the operation of all the plant, machinery and equipment in school and ensure that it is operating efficiently at all times</li> <li>• Arrange or carry out movement of resources, furniture or equipment as required.</li> <li>• Assist with control of movement of vehicles and pupils on site</li> </ul>
<p>Health &amp; Safety</p> <ul style="list-style-type: none"> <li>• Carry out a program of regular checks of all equipment to ensure that it is safe to use</li> <li>• Work with the Head to ensure that Risk Assessments are up to date and actioned</li> <li>• 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.</li> </ul>
<p>Site Security</p> <ul style="list-style-type: none"> <li>• Locking and unlocking, either in person or ensuring that someone is delegated the task</li> <li>• Daily walk around, inside and out to ensure that no issues have arisen</li> <li>• Correct any issues within your level of competence or organize for a third party to fix</li> <li>• Be a point of contact for out of hours call outs. A call out premium maybe paid for this function.</li> <li>• Be a fire warden</li> <li>• Ensuring that the gate timings are correctly set</li> </ul>
<p>Lettings</p> <ul style="list-style-type: none"> <li>• Support the Finance and Admin Assistants to ensure that lettings are maximized</li> <li>• Ensure that let areas are cleaned as required, especially in the school holiday</li> <li>• Support the CPTA with their events. Contractual overtime is paid for this.</li> </ul>
<p>Swimming Pool</p> <ul style="list-style-type: none"> <li>• Work with the team which operates the school pool from May to September, ensuring that a rota is in place for checking water quality and daily cleaning. This will involve some weekend working which will be paid for at an appropriate rate.</li> </ul>

- Ensure that adequate training, operating procedures and supplies of chemicals are up to date and are stored correctly with the appropriate paperwork.
- Work with the pool company to ensure that the regular maintenance is carried out in accordance with the schedule and to fit in with school and CPTA activities.

. Projects

- Assist the Head and the Business Manager to develop and execute project plans.

Governance

- Attend the Governors Sites & Buildings meetings to advise on current and planned work

## **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:**

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

**Skills/Abilities:** essential

- Good basic IT skills. Office 365 and use of bespoke systems
- Excellent Handyman/DIY capabilities and experience
- Demonstrable planning and problem solving skills
- Customer care skills
- Able to carry out portaging duties
- Experience of managing staff desirable but not essential

**Experience:** desirable

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

**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