



JOB DESCRIPTION

Job Title: Site Controller	School: The Colleton Primary School
Department: Education	Salary: Grade 5 plus 4% intensity payment
Reports To: School Business Manager	
Grade:	
Employment Status: Permanent	
Hours of Work: Full Time – 37.5 hours per week,	
<p>Job Purpose:</p> <p>To be responsible for the day to day operation, security, safety, cleanliness and general maintenance of the school site to enhance the learning environment for the children and staff.</p> <p>To be responsible for site management issues as defined within this job description.</p>	
<p>School Purpose:</p> <ul style="list-style-type: none"> • 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. • To ensure that the highest standards of learning and teaching are central to everything we do. • To be a school where children and staff are happy, valued and safe. 	
<p>Organisation Chart:</p> <div style="text-align: center;"> <pre> graph BT A[School Business Manager] --> B[Site Controller] B --> C[Cleaning Team] </pre> </div>	

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
 - 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 if not local
 - Hazardous conditions

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

Site Security

- Locking and unlocking, either in person or ensuring that someone is delegated the task
- Daily walk around, inside and out to ensure that no issues have arisen
- Correct any issues within your level of competence or organize for a third party to fix
- Be the second point of contact for out of hours call outs after the external call out company. A call out premium is paid for this function.
- Be a fire warden
- Ensuring that the gate timings are correctly set.

Site Cleanliness

- Work with the Senior Cleaner to ensure that the premises are cleaned to a high standard. Assist the cleaning team when required i.e due to staff shortages
- Work with the Senior Cleaner to ensure that adequate stocks of cleaning and hygiene materials are maintained
- Work with the Senior Cleaner to ensure that staffing levels are adequate and advise the Business Manager of any recruitment requirement. Assist in the recruitment process
- 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.

Site Operation

- Be familiar with the operation of all the plant, machinery and equipment in school and ensure that it is operating efficiently at all times
- Arrange or carry out movement of resources, furniture or equipment as required.
- Assist with control of movement of vehicles and pupils on site.

Health & Safety

- Carry out a program of regular checks of all equipment to ensure that it is safe to use
- Work with the Head to ensure that Risk Assessments are up to date and actioned
- 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.

Governance

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

Swimming Pool

- To lead the team which operates the school pool from May to September
- Be responsible for ensuring that a rota is in place for checking water quality. This will involve some weekend working which will be paid for at an appropriate rate
- Ensure that adequate supplies of chemicals are available and are stored correctly with the appropriate paperwork
- Ensure that operating procedures are up to date and that all persons carrying out checks are adequately trained
- Carry out the daily cleaning of the pool area
- 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.

. Programmed Maintenance

- Work with Strictly Education to ensure that the programme of maintenance and servicing is carried out in a timely manner
- Where necessary, obtain quotes and advise the Business Manager of the best option
- Supervise the third-party staff while on site and ensure that the work is carried out to an appropriate standard. Take appropriate action to resolve problems.

Maintenance

- Be responsible for the rolling program for maintenance
- Where appropriate undertake the maintenance within your skill set
- Obtain 3 quotes for maintenance work and advise the Business Manager of the best option
- Supervise the third-party staff while on site and ensure that the work is carried out to an appropriate standard. Take appropriate action to resolve problems.

Projects

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

Lettings

- Support the Finance and Admin Assistants to ensure that lettings are maximized
- Ensure that let areas are cleaned as required, especially in the school holidays
- Support the CPTA with their events. Contractual overtime is paid for this.

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.

<p>Knowledge/Qualifications:</p> <ul style="list-style-type: none">• Knowledge of Health and Safety regulations• Knowledge and experience of appropriate use of cleaning materials and equipment• Good general education
<p>Skills/Abilities: essential</p> <ul style="list-style-type: none">• Excellent IT skills. Office 365 and use of bespoke systems• Good basic DIY capabilities and experience• Demonstrable planning and problem solving skills• Customer care skills• Able to carry out portaging duties• Experience of managing staff
<p>Experience: desirable</p> <ul style="list-style-type: none">• Familiarity with electronic control system eg security, heating and ventilation systems• Experience of health and safety and risk assessment processes• Knowledge of COSSH
<p>Personal Qualities:</p> <ul style="list-style-type: none">• 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