



JOB ACCOUNTABILITIES

Job Title: Site Controller L2	Job number / Grade Scale 4 level 18 - 21
Directorate : Education	Unit: St Luke's Church of England Primary School

JOB PURPOSE

In conjunction with the Head Teacher & SBM ensure that school buildings and the school site are maintained to a high standard and are secure.

SCOPE OF JOB (Budgetary/resource control, impact)

Size of site: give in square meters or number of buildings or range of facilities.

Operates during and outside of school opening hours. Works both indoors and within the school grounds throughout the year.

Works with commercial cleaning/ maintenance materials, which require appropriate handling and application. Uses equipment such as floor polishers, drills, electric saws etc.

Required to move furniture including heavy items. Majority of working day is spent undertaking physical activities.

Variety of contacts including Head Teacher, staff, pupils, contractors and suppliers. Will be liaising with contractors whilst on site to ensure their safety and that of staff and pupils in maintained and that disruption to the daily routine of the school is minimised.

Often has to deal with conflict situations out of hours eg with hirers using school facilities, groups of youths accessing the school grounds etc

Supervises cleaners.

Ensures that the physical school environment is maintained to a standard that allows the school to function on a daily basis.

Plays a key role as a point of contact with the community/school neighbours, as contact is often made with the post holder first where problems exist.

The post holder will acquire knowledge and information about staff and pupils through their day to day contact and must be discrete and maintain confidentiality at all times.

POSITION WITHIN UNIT STRUCTURE

Reports to Head Teacher

KNOWLEDGE, SKILLS & EXPERIENCE

At least one specialist skill area such a carpentry, electrics, plumbing, heating systems etc

Able to juggle conflicting priorities in a busy and hectic environment.

Supervisory skills as appropriate

Must be physically fit, able to bend, lift and use step ladders.

Able to be flexible to the needs of the school.

JOB ACCOUNTABILITIES

Ensure that the buildings and school site are secure, particularly out of school hours, in order to prevent unauthorised entry and potential damage/theft. **To take remedial action where required.**

Undertake general maintenance within specialist area such as heating, lighting, plumbing and security to ensure they operate safely and efficiently. Arrange emergency repairs as and when required to minimise disruption to the school working day. This will include arranging annual maintenance and safety checks.

Undertake minor maintenance and repairs such as painting, as required. This will include internal and external areas, as well as guttering.

Under the direction of the Head Teacher work within the agreed annual maintenance plan in order to complete a cost effective maintenance programme.

Agree with Head Teacher daily and weekly maintenance priorities and ensure work completed to required standard and within appropriate time scales.

Liaise with contractors (inc cleaning contractor if applicable) whilst on site ensuring that work is completed in line with the specification and to the required standard. Take appropriate action to resolve minor problems, referring more complex problems to the Head Teacher.

JOB ACCOUNTABILITIES (CONTINUED)

Oversee general presentation of school grounds in line with standards agreed with Head Teacher and take appropriate remedial action. (daily)

Purchase equipment and supplies within the budget agreed by the Head Teacher, ensuring that value for money is obtained.

Liaise with the School Business Manager regarding school lettings, arranging facilities as specified by the hirer, ensuring that hirer is satisfied with the facilities and rectifying complaints, clearing away and securing the area. Customer satisfaction is essential in order to ensure that repeat bookings are made and therefore this source of income to the school is maximised.

Supervise cleaners ensuring staff understand priorities and undertake their training.

Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

Ensure that all records and associated paperwork are complete in line with the schools requirements and to meet processing deadlines.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager (School Business Manager) immediately.

Ensure that all contractors sign in and have DBS clearance (work with School Business Manager).

Post holder's signature: _____

Name: _____ **Date:** _____

Manager's signature: _____

Name: _____ **Date:** _____

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