



Assistant Site Controller Application Pack

[Click for Application Form](#)

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Learning Together

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Would you like to join the support staff team of an extremely popular and expanding secondary school?

Due to expansion we have the following exciting opportunity to start as soon as possible:

Assistant Site Controller

Full time, 37 hours per week.

Actual salary range £18,283-£18,695 pa depending on experience

We are looking for a team player, with good communication and time-management skills who is able to undertake minor maintenance activities such as repairs, painting and cleaning and other general maintenance, to join the site team as the school embarks on an exciting expansion project.

You will assist the Site and Facilities Manager in ensuring that the school buildings and site are maintained to a high standard and are secure. Other responsibilities include storing equipment and materials safely and securely, completing records and other associated paperwork and supporting our teaching and support staff with moving furniture and other equipment.

This role requires someone who is able to carry out work of a physical nature including but not limited to using step ladders, moving furniture and using cleaning equipment. We are also looking for someone who is able to work both independently and as part of a team. There will be deadlines to meet and decisiveness is really important in a busy school environment.

Working hours will be within a shift pattern working 37 hours per week. A comprehensive induction and ongoing support from the existing site team will be available.

For further information about this role and in order to complete an application form please refer to our school website www.furzeplatt.com. Application forms should be returned to kiran.smith@furzeplatt.net. Only applications submitted on the school application form will be considered.

Closing date: Open

Furze Platt Senior School is committed to the protection and safety of its students. Posts are subject to an enhanced disclosure by the Disclosure Barring Service.



Assistant Site Controller

Job Description: Assistant Site Controller

Line Manager:	Facilities Manager
Main Purpose of Role:	To assist the Facilities Manager in ensuring that the school buildings and school site are maintained to a high standard and are secure. Ensure that the physical school environment is maintained to a standard that allows the school to function on a daily basis.

Main Responsibilities:

1. Ensure that the buildings and school site are secure, particularly out of school hours, in order to prevent unauthorised entry and potential damage/theft and to take remedial action where required.
2. Undertake minor maintenance and repairs such as painting, as required. This will include internal and external areas.
3. Undertake cleaning activities as required to the specified standard and supervise Cleaners in the absence of the Site Controller.
4. Work with commercial cleaning/maintenance materials, which require appropriate handling and application. Use equipment such as floor polishers, drills, electric saws etc.
5. Undertake physical activities, such as moving furniture and other equipment some of which may be heavy.
6. In the absence of the Site Controller, liaise with contractors whilst on site to ensure their safety and that of staff and pupils is maintained, and that disruption to the daily routine of the school is minimised.
7. Agree with the Facilities Manager daily and weekly maintenance priorities and ensure work is completed to the required standard and within appropriate time scales.
8. In the absence of the Site Controller, liaise with the Marketing 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.
9. Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
10. Ensure that all records and associated paperwork are complete in line with the school's requirements and to meet processing deadlines.
11. 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 immediately.

OTHER

1.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Assistant Site Controller

Person Specification: Assistant Site Controller

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 GCSEs including Maths and English (or equivalent). Eligible to work in the UK. 	✓	✓	Application form
Experience of: <ol style="list-style-type: none"> Working in a site maintenance role. Working in an educational environment. 		✓ ✓	Application form and interview
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Able to undertake minor maintenance activities such as repairs, painting etc. Must be physically fit, able to bend, lift and use step ladders. Good communication skills and the ability to listen and communicate confidently, effectively and sensitively at all levels within and outside of the organisation. Good organisational and time-management skills. Able to work under pressure, prioritise, meet deadlines and be decisive in a busy school environment. Able to work independently and use own initiative but also be an effective team player. Able to demonstrate high levels of honesty and integrity at all times. A willingness to acquire specialist knowledge of site management/maintenance and Health and Safety. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	✓ ✓		DBS Process References