



Altwood

Church of England School

Site Controller

Person Specification: Site Controller

	Essential	Desirable	How to be tested
<p>Qualification criteria:</p> <ol style="list-style-type: none"> 5 good GCSEs Inc. English and Maths Grade C or above (or equivalent). Eligible to work in the UK. Trained to Child Protection Level 2 or willing to undertake training. 	<p>✓</p> <p>✓</p>	<p>✓</p>	<p>Application form & evidence</p>
<p>Experience:</p> <ol style="list-style-type: none"> Experience of working with children or young people with physical disabilities and/or learning/behavioural difficulties. Experience of working under a pressurised environment with competing deadlines. Experience and ability to perform some DIY tasks 	<p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application form & interview</p>
<p>Vision and Strategy:</p> <ol style="list-style-type: none"> Vision aligned with Altwood Church of England School's high aspirations and high expectations of self and others. 	<p>✓</p>		<p>Interview</p>
<p>Behaviours, Skills and Abilities:</p> <ol style="list-style-type: none"> Enthusiastic team player with a 'can do' attitude. Good communication skills. Good organisational and time-management skills and able to work under pressure. Resilient able to meet the challenges of a busy school environment. The ability to take personal ownership to get things done. Able to follow necessary routines and patterns to ensure safe working practices and establish a safe and secure school environment. The ability to work well under pressure and to be decisive. Able to use basic Microsoft Office products. High levels of honesty and integrity, confidence, and self motivation. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Interview</p>
<p>Other:</p> <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. Must be committed to safeguarding the welfare of children. 	<p>✓</p> <p>✓</p>		<p>Interview</p>



Site Controller

Job Description: Site Controller

Line Manager:	Site, Health and Safety Controller
Posts directly supervised:	None
Main Purpose of Role:	Working with the Site, Health and Safety Controller to ensure that school buildings and the school site are maintained to a high standard and are secure.
Grade	Scale 5 Point 12 – 17 £26,333 to £28,858

Key Areas of Responsibility:

- Ensure that the buildings and school site are secure, particularly out of school hours, to prevent unauthorised entry and potential damage/theft. To take remedial action where required. This will include being on call for emergencies / alarm calls.
- Undertake general maintenance within specialist area such as heating, lighting, plumbing, security systems to ensure they operate safely and efficiently. Arrange emergency repairs as and when required to minimise disruption to the school 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.
- Work with Health and Safety Officer and Site, Health and Safety Controller to give advice to identify ongoing maintenance planning and longer-term maintenance requirements to ensure a cost-effective maintenance programme.
- Help identify 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 problems, involving the Site, Health and Safety Controller when agreement cannot be reached.
- Oversee work of grounds contractor in line with standards agreed with Headteacher and take appropriate remedial action.
- Purchase equipment and supplies within the budget agreed by the Finance Manager, ensuring that value for money is obtained.
- Liaise with the Lettings Officer regarding school lets, 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 to ensure that repeat bookings are made and therefore this source of income to the school is maximised.

- Oversee cleaning contract staff ensuring they understand priorities and focus efforts of these areas identified as requiring work.
- Ensure that all allocated equipment and materials are stored safely and securely to prevent unauthorised access and potential accidents/misuse.
- Ensure that all records and associated paperwork are completed in line with the school's requirements and provided to the Health and Safety Officer.
- 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.
- Ensure the school is a clean and litter-free environment

Health and Safety

- To be aware of and implement in full, the schools safeguarding policy.
- To be aware of and implement in full the schools Health and Safety Policy and help develop and maintain the policy considering changing circumstances.
- Ensure all statutory checks are conducted by approved contractors in line with agreed contracts and legal responsibilities.
- Ensure all works on the site are conducted in a safe manner and that the school's Asbestos management policy has been fully complied with.

Other

- To attend staff briefings and meetings in accordance with the calendar as required.
- To participate in INSET (Professional Development Days) as required.
- To participate in Staff Appraisal and absence management meetings.
- To undertake training as appropriate.
- Any other duties as the Headteacher may reasonably request.

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: