



Job Title:	Assistant Site Controller
Department:	Sandhurst School
Grade/Salary Range:	BGI 6-14 / £28,096 – £31,935 per annum
Hours:	39 hours per week, all year This role offers flexible daytime shifts (TBC)
Reports to:	Facilities Manager

JOB PURPOSE AND POSITION WITHIN SCHOOL STRUCTURE

To provide flexible support to the Facilities Manager regarding the management, operation, maintenance, security and cleaning of the school site and sports centre to ensure a safe working environment in order to meet the needs of the students, staff and other stakeholders.

MAIN DUTIES AND RESPONSIBILITIES

- Unlocking and securing of buildings and setting alarms.
- Ensure the security of the school site and take appropriate action to deal with trespassers and minimise vandalism.
- Alert the Facilities Manager to any potential health and safety issues.
- General maintenance and repair of school site and equipment.
- Grounds upkeep, undertaking routine grounds maintenance.
- As required, to liaise with and report upon the work of contractors on site.
- Assure the cleanliness of the school by undertaking specific cleaning duties as required by the Facilities Manager.
- Receive, transport, store and porter deliveries to the school site and undertake other portering tasks.
- Liaise with the Facilities Manager to ensure that the school has a sufficient stock of consumables.
- Key holder and emergency call-out responsibilities.
- Participate in the support staff system of Performance Appraisal.
- Such other duties as may from time to time be necessary, compatible with the nature of the post.
- Manual handling, working at heights and ladder training an advantage.
- Full time position, 39 hours per week and occasional paid overtime. Hours to be discussed and agreed with successful candidate.

It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- The post holder does hold budgetary responsibilities and is responsible for first line customer contact both face to face, on the telephone and in writing the schools image is being projected by the post holder. If record keeping and other information systems are not satisfactorily maintained the school may fail to keep statutory standards.